

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 37	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 23-Jan-2003		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY DONNA BLACKSTONE NAVAL MEDICAL LOGISTICS COMMAND 1681 NELSON ST FT DETRICK MD 21702-9203		CODE N62645		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. N62645-03-R-0001	
				X		9B. DATED (SEE ITEM 11) 18-Dec-2002	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A.THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B.THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C.THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D.OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) See the continuation page.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		23-Jan-2003	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

a. The purpose of this amendment is to provide the following information and make the following changes to the solicitation: (NOTE: All changes, with exception of Section B, are delineated by a vertical line in the right hand margin. Section B changes in the Contract Line Item Number (CLIN) are highlighted in yellow.)

i. Five questions were submitted. The questions and the corresponding response are provided. Changes pursuant to the questions are identified as follows:

A. Section C, paragraph 4.4.2.3 - NDC Southeast, Jacksonville, FL health care workers shall receive eight (8) hours accrued leave for every 80-hour period worked in lieu of the stated six (6) hours.

B. Section L, paragraphs 3.6 and 3.9 are changed to clarify the use of Microsoft Word products.

C. Attachment #011, Computer Skills Competency Form - Removed

ii. Section B - all references to 1 July 2002 have been changed to 1 July 2003.

iii. Section L - Paragraph 4.5(b), Management Plan, is changed to expand on the technical evaluation of the Notional Task Orders.

iv. Attachment #007 - Notional Task Order NTO001, is changed to incorporate a proposal evaluation information coversheet.

v. Attachment #008 - Notional Task Order NTO002, is changed to incorporate a proposal evaluation information coversheet.

vi. Attachment #009 - Wage Determination 94-2301 (Rev 20) is hereby replaced with (Rev 21) dated 9 Dec 02.

vii. Attachment #009 - Wage Determination 94-2299 (Rev 10) dated 28 May 02 reflects the incorrect revision number. The Revision number is hereby changed to (Rev 19), the Wage Determination number and date remain the same.

b. Questions submitted and responses are as follows:

i. 4.4.2.3 - Is it correct that the NDC Southeast, Jacksonville health care workers receive six hours accrued leave for every 80-hour period worked, the equivalent of 19.5 days of paid leave, and the HCW's under 4.4.2.1. NDC Gulf Coast Pensacola receive eight hours accrued leave for every 80-hour period worked, the equivalent of 26 days of paid leave?

Response: Paragraph 4.4.2.3 is hereby changed to reflect eight hours accrued leave for every 80-hour period worked, the equivalent of 26 days of paid leave.

ii. Upon review of the solicitation package, we found we are missing wage determination # 94-2301 for Keesler AFB. We double-checked the Navy website and did not find it there either. We request a copy of the missing wage determination be sent to our office.

Response: Wage Determination #94-2301 applies to Pascagoula, Gulfport, and Biloxi, MS. The wage determination is attached under the NDC Gulf Coast Requirements. Please use this copy as the copy under the Keesler AFB requirement.

iii. Attachment #11 deals with the computer knowledge test that is required for all contract personnel. That document requires the contractor or its representative to sign stating that they have "personally tested" the health care provider. Clarification of this statement would be appreciated. It appears to imply "physically observing the candidate performing these functions," but of course this would be cost prohibitive.

Response: Attachment 011 is hereby removed from the solicitation

iv. In Paragraph 3.6 of the solicitation it is indicated that Diskettes be prepared so that all files are either in Microsoft Word 97 or Excel 97. Our computers have either Word 2000 or 2002 and Excel 2000 or 2002. Are responses prepared in these programs not acceptable?

Response: Microsoft Word and Microsoft Excel save back to the version 97. In order to afford offerors the opportunity to participate, the minimum limit was set at version 97. However, offerors may submit up to Microsoft Word/Excel version 2000. Paragraph 3.6 is hereby changed to reflect the allowance.

v. Past Performance requires the offeror to enter the contract number, number of health care workers, type of health care workers, number of health care workers at each location. We have one contract that has multiple locations with one health care worker at each of the locations. Likewise we have another contract that has 120 health care workers at multiple locations. How should these multiple locations/health care workers be reflected on the Past Performance sheet?

Response: The offeror should identify the sites and types of health care workers provided under each contract in the format provided.

SUMMARY OF CHANGES

Changes in Section B

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

1. The Contractor shall furnish qualified healthcare workers (HCWs) in accordance with Section C (The Statement of Work), Section H (Personnel Qualifications), individual Task Orders for these services, and all other terms and conditions set forth herein. Government requirements for contracted healthcare personnel shall be filled in response to Task Orders issued by the Government against this contract.

2. This solicitation is intended to result in multiple indefinite-delivery / indefinite-quantity (IDIQ) contract awards, as identified under FAR 16.504. Task Orders will be priced on a firm fixed price basis.

3. The following activity is the sole authority to issue Task Orders:

Naval Medical Logistics Command
Code 02
1681 Nelson Street
Fort Detrick, MD 21702-9203

The Government reserves the right to add other ordering activities during the term of this contract. If other ordering activities are added, these actions will be contained in modifications issued by the Contracting Officer.

4. The Contracting Officer will place Task Orders using a signed DD Form 1155. Task Orders will be executed in writing by the Contracting Officer and transmitted either via mail, facsimile, or electronically via e-mail. If the order is transmitted via e-mail, the Contractor shall acknowledge receipt.

a. Performance of Healthcare Worker (HCW) services at any Department of Defense or Coast Guard military dental treatment facilities (DTFs), branch dental clinics (BDCs), or other dental activities specified within the states of Florida, Alabama, Georgia, Mississippi, Louisiana, Texas, Tennessee, South Carolina, and the Commonwealth of Puerto Rico who have been granted authority under 10 U.S.C. 1091, are considered within the scope of this contract.

b. The Government retains the right to additionally specify requirements in individual Task Orders as they relate to differences between specific positions, among specific military services (i.e. Army, Navy, Marine Corps, Air Force, etc) or, among specific service locations. Such requirements may include, but are not limited to, leave accrual rates, work hour adjustments, credentialing requirements, holiday service, general/administrative duties, continuing education and training. In these cases, the specific requirement will be referenced and addressed in the Task Order Proposal Request (TOPR).

5. Each Task Order will contain, at a minimum, the following information:

- a. The date of order
- b. The contract number and order number
- c. A description of services
 - Labor category and,
 - Specific duties and,
 - Position qualifications and,
 - Place of performance and,
 - Hours of operation and,
 - Quantity required.
- d. The unit price
- e. The period of performance
- f. Accounting and appropriation data
- g. The payment office address
- h. Any other pertinent data
- i. Invoicing and Acceptance instructions, and
- j. The name of the Contracting Officer's Representative (COR)

6. Each Task Order will specify the place of performance. Services for the minimum requirements (Contract Line Item Numbers (CLINs) 0001-0004) will be provided at the following locations:

a. Naval Dental Center Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics and Branch Dental Annexes (CLIN 0001 and CLIN 0002, SLINs 0002AA through 0002AM).

b. Keesler Air Force Base, Biloxi, MS (CLIN 0002, SLIN 0002AN).

c. Naval Dental Center Southeast Jacksonville, FL subordinate Branch Dental Clinics and Branch Dental Annexes (CLINs 0003 and 0004)

7. Minimum and Maximum Quantities. Contract Minimum and Maximum quantities are identified in Section 11. The Government intends to make multiple awards from this solicitation. The Contracting Officer will select and award at least one CLIN from CLINs 0001 through-0004 in Section 11 to each awardee. Initial Task Orders will be awarded concurrently at the time of contract award and will contain, in the aggregate, all services identified as the Government's minimum requirements, CLINs 0001 through 0004. The location of services exceeding the minimum quantities may be provided at any location listed in Section 6 plus any other DoD or United States Coast Guard facilities in the geographic region defined in Section 4.a.

HCW POSITIONS

Minimum Requirements:

Dental Assistants*
Dental Hygienists

* Attachment 009 contains the Service Contract Act Wage Determination for these minimum requirements.

Maximum Requirements (in alphabetical order):

Central Sterile Supply Technicians
Dental Assistants
Dental Hygienists
Dental Laboratory Technicians
Endodontists
General Dentists
Oral/Maxillofacial Surgeons
Orthodontists
Periodontists.
Prosthodontists

The procedures for the preparation of the initial Task Order proposal and the evaluation procedures to be employed for award of these initial Task Orders are contained in Section L of this solicitation. The Statements of Work for these initial Task Orders are Attachments 001 through 005. Instructions and procedures for subsequent Task Order preparation and award are contained in Section H of this contract.

8. The estimated ordering period is for 60 months beginning with the initial start of contract services, or until the time the Government has issued Task Orders totaling the maximum quantity.

9. The period of performance of any one Task Order shall be twelve consecutive calendar (12) months or less in duration.

11. The schedule of services the Government intends to acquire from contract awardees is provided below. CLINs may contain SLINs that provide the total minimum quantity of hours required for that CLIN. The unit price for each CLIN/SLIN is to be proposed in dollars per hour.

Offerors shall provide hourly and total prices for the minimum quantities (CLINs 0001 through 0004) and the Notational Task Orders NTO001 and NTO002 (Attachments 007 and 008) only. Notional Task Orders NTO001 and NTO002 (Attachments 007 and 008 under CLIN 0005) provide representative sample pricing for CLINs 0009 through 0019. The Notional Task Orders shall be evaluated in accordance with instructions specified in Section L. No awards will result from an offeror's proposal in response to these Notional Task Orders.

CLIN 0007 retains the Government's right to reimburse travel for HCWs.

CLIN 0008 retains the Government's right to make incentive awards directly to HCWs.

CLINs 0007 and 0008 may be used more than once throughout the duration of the contract and may apply to both the minimum and maximum quantities. Unit prices shall be stated in "dollars per hour" on each individual Task Order. NOTE: There are no known travel requirements at this time. Therefore, should the need for travel arise during the minimum service period, the CLIN will be negotiated and modified into the task order.

Offerors shall use the electronic Microsoft Excel spreadsheets and Microsoft Word documents for the submission of their proposals specified in Section L. The Government will not accept this information in any other format. (Offerors are directed to Section L, Instructions for Preparation of Proposals).

MINIMUM QUANTITIES FOR HEALTHCARE WORKER SERVICES

CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT
0001	HCWs identified in CLIN 0001 shall provide DENTAL HYGIENIST services for the Naval Dental Center, Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics and Branch Dental Annexes. The period of performance for each SLIN is 1 July 2003 through 30 September 2003. (Attachment 001)				
0001AA	Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL (.5 FTE)	264	HOURS		\$ -
0001AB	Branch Dental Clinic, Naval Technical Training Center, Corry Station, Pensacola, FL (.5 FTE)	264	HOURS		\$ -
0001AC	Branch Dental Clinic, Panama City, FL (.5 FTE)	264	HOURS		\$ -

0001AD	Branch Dental Clinic, New Orleans, LA (2 FTE)	1,056	HOURS		\$ -
0001AE	Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS (1 FTE)	528	HOURS		\$ -
0001AF	Branch Dental Clinic, Meridian, MS (1 FTE)	528	HOURS		\$ -
0001AG	Branch Dental Clinic, Pascagoula, MS (1 FTE)	528	HOURS		\$ -
0001AH	Branch Dental Clinic, Naval Air Station, Corpus Christi, TX (.5 FTE)	264	HOURS		\$ -
0001AJ	Branch Dental Clinic, Naval Air Station, Kingsville, TX (.5 FTE)	264	HOURS		\$ -
0001AK	Branch Dental Clinic, Naval Air Station, Fort Worth, TX (1.5 FTE)	792	HOURS		\$ -
0001AL	Branch Dental Clinic, Ingleside, TX (1 FTE)	528	HOURS		\$ -
CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT
0002	HCWs identified in CLIN 0002, SLINs 0002AA through 0002AN shall provide DENTAL ASSISTANT services for the Naval Dental Center, Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics. HCWs identified in CLIN 0002, SLIN 0002AN shall provide services for Keesler Air Force Base, Biloxi, MS. The period of performance for each SLIN is 1 July 2003 through 30 September 2003. (Attachment 002 for SLINs 0002AA through 0002AM and Attachment 003 for SLIN 0002AN)				
0002AA	Branch Dental Clinic, Naval Air Station, Pensacola, FL (5 FTE)	2,640	HOURS		\$ -
0002AB	Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL (9 FTE)	4,752	HOURS		\$ -

0002AC	Branch Dental Clinic, Naval Technical Training Center, Corry Station, Pensacola, FL (2 FTE)	1,056	HOURS		\$ -
0002AD	Branch Dental Clinic, Naval Air Station, Whiting Field, FL (1 FTE)	528	HOURS		\$ -
0002AE	Branch Dental Clinic, New Orleans, LA (3 FTE)	1,584	HOURS		\$ -
0002AF	Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS (1 FTE)	528	HOURS		\$ -
0002AG	Branch Dental Clinic, Meridian, TN (3 FTE)	1,584	HOURS		\$ -
0002AH	Branch Dental Clinic, Pascagoula, MS (1 FTE)	528	HOURS		\$ -
0002AJ	Branch Dental Clinic, Naval Support Activity, Millington, TN (3 FTE)	1,584	HOURS		\$ -
0002AK	Branch Dental Clinic, Naval Air Station, Corpus Christi, TX (3 FTE)	1,584	HOURS		\$ -
0002AL	Branch Dental Clinic, Naval Air Station, Kingsville, TX (1 FTE)	528	HOURS		\$ -
0002AM	Branch Dental Clinic, Naval Air Station, Fort Worth, TX (2 FTE)	1,056	HOURS		\$ -
0002AN	Keesler Air Force Base, Biloxi, MS (2 FTE)	1,056	HOURS		\$ -
CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT
0003	HCWs identified in CLIN 0003 shall provide DENTAL HYGIENIST services for the Naval Dental Center Southeast, Jacksonville, FL, subordinate Branch Dental Clinics. The period of performance is 1 July 2003 through 30 September 2003. (Attachment 004; Attachment 006 contains the Incentive Plan for this labor category.)				

0003AA	Jacksonville FL area Branch Dental Clinics including Branch Dental Clinic, Naval Air Station, Jacksonville, FL (2 FTE); and Branch Dental Clinical, Naval Station, Mayport, FL (4 FTE); and Branch Dental Clinic, Naval Submarine Base, Kings Bay, GA (1 FTE).	3,696	HOURS		\$ -
0003AB	Branch Dental Clinic, Naval Air Station, Key West, FL (1 FTE)	528	HOURS		\$ -
0003AC	Naval Dental Center Southeast Branch Dental Clinic Atlanta, Naval Air Station, Marietta GA (1 FTE)	528	HOURS		\$ -
0003AD	Naval Dental Center Southeast Branch Dental Clinic Charleston, Goose Creek, SC (1 FTE)	528	HOURS		\$ -
CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT
0004	HCWs identified in CLIN 0004 shall provide DENTAL ASSISTANT services for the Naval Dental Center Southeast, Jacksonville, FL, subordinate Branch Dental Clinics. The period of performance is 1 July 2003 through 30 September 2003. (Attachment 005; Attachment 006 contains the Incentive Plan for this labor category.)				
0004AA	Jacksonville FL area Branch Dental Clinics including Branch Dental Clinic, Naval Air Station, Jacksonville, FL (7 FTE); and Branch Dental Clinical, Naval Station, Mayport, FL (14 FTE); and Branch Dental Clinic, Naval Submarine Base, Kings Bay, GA (6 FTE).	14,256	HOURS		\$ -
0004AB	Branch Dental Clinic, Naval Air Station, Key West, FL (1 FTE)	528	HOURS		\$ -
0004AC	Branch Dental Clinic, MCLB, Albany, GA (1 FTE)	528	HOURS		\$ -

0005	HCWs identified for Notional Task Order Requirements. The notional period is 1 July 2003 through 30 September 2003. No awards will be result from an offeror's proposal in response to these Notional Task Orders.				
NT0001	Dental Laboratory Technician Services for the Naval Dental Center, Gulf Coast, FL (1 FTE)	528	HOURS		\$ -
NT0002	Endodontist Services for McDill AFB, Tampa, FL (.5 FTE)	264	HOURS		\$ -
0006	RESERVED				CLIN IS NOT TO BE PRICED

ADDITIONAL HCW REQUIREMENTS (Minimum and Maximum) NOT INITIALLY PRICED

		QTY		UNIT	TOTAL
<u>CLIN</u>	<u>DESCRIPTION</u>	<u>(Hours)</u>		<u>PRICE</u>	<u>PRICE</u>
0007	Travel. As directed by the Government, HCWs may be required to provide services, undergo training or attend conferences when in the best interest of the Government and patient care and in accordance with Section H and Individual Task Orders.				
0007AA	Travel Requirements for Naval Dental Center Gulf Coast Pensacola FL subordinate Branch Dental Clinics, and Branch Dental Annexes				NOT INITIALLY PRICED
0007AB	Travel Requirements for Naval Dental Center Southeast Jacksonville, FL subordinate Branch Dental Clinics, and Branch Dental Annexes				NOT INITIALLY PRICED
0007AC	Travel Requirements for Keesler Air Force Base.				NOT INITIALLY PRICED

0008	Incentive Awards. The Government, reserves the right to make incentive awards directly to HCWs. These awards will be site-specific based upon the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary individual work. Incentive plans for the minimum quantities are contained in the individual task orders for the positions within CLINs 0001 through 0004 (Attachment 006). Incentive plans for the maximum quantities (CLINs 0009 through 0019) will be contained in the subsequent individual Task Orders (Offerors are directed to Section H.)				
0008AA	Incentive Awards for Naval Dental Center Gulf Coast Pensacola, FL subordinate Branch Dental Clinics, and Branch Dental Annexes				NOT INITIALLY PRICED
0008AB	Incentive Awards for Naval Dental Center Southeast Jacksonville, FL subordinate Branch Dental Clinics, and Branch Dental Annexes				NOT INITIALLY PRICED
0008AC	Incentive Awards for Keesler Air Force Base, Biloxi, MS.				NOT INITIALLY PRICED

ADDITIONAL HCW SERVICES (Maximum Quantities) NOT INITIALLY PRICED

CLIN	Description	Quantity (Hours)	UNIT	UNIT PRICE	AMOUNT
0009	The contractor shall perform those CENTRAL STERILE SUPPLY TECHNICIAN services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 41,760			NOT INITIALLY PRICED
0010	The contractor shall perform those DENTAL ASSISTANT services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders				

0010AA	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Pensacola, FL	MAXIMUM HOURS 62,688			NOT INITIALLY PRICED
0010AB	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL	MAXIMUM HOURS 94,032			NOT INITIALLY PRICED
0010AC	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Technical Training Center, Corry Station, Pensacola, FL	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0010AD	Naval Dental Center Gulf Coast, Branch Dental Clinic Whiting Field, Milton, FL	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AE	Naval Dental Center Gulf Coast, Branch Naval Coastal Systems Center, Panama City, FL	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0010AF	Naval Dental Center Gulf Coast, Branch Naval Support Activity, NOLA, New Orleans, LA	MAXIMUM HOURS 31,344			NOT INITIALLY PRICED
0010AG	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AH	Naval Dental Center Gulf Coast, Branch Dental Clinic, Meridian Naval Air Station, Meridian, MS	MAXIMUM HOURS 31,344			NOT INITIALLY PRICED
0010AJ	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Station, Pascagoula, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AK	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Corpus Christi, TX	MAXIMUM HOURS 31,344			NOT INITIALLY PRICED
0010AL	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Fort Worth, TX	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED

0010AM	Naval Dental Center Gulf Coast, Branch Dental Clinic, Ingleside Naval Air Station, Ingleside, TX	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0010AN	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Kingsville, TX	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AP	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Support Activity, Millington, TN	MAXIMUM HOURS 31,344			NOT INITIALLY PRICED
0010AQ	Keesler Air Force Base, Biloxi, MS	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0010AR	Naval Dental Center Southeast Branch Dental Clinics, Including Naval Air Station, Jacksonville, FL; Naval Station Mayport, FL; and Naval Submarine Base, Kings Bay, GA.	MAXIMUM HOURS 282,096			NOT INITIALLY PRICED
0010AS	Naval Dental Center Southeast Branch Dental Clinic, Naval Air Station Key West, FL.	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0010AT	Branch Dental Clinic, MCLB, Albany, GA	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0010AU	Naval Dental Center Southeast Branch Dental Clinic Atlanta, Naval Air Station, Marietta GA	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0010AV	Naval Dental Center Southeast Branch Dental Clinic Charleston, Goose Creek, SC	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0010AW	DoD or Coast Guard Dental Treatment Facilities as specified in accordance with site specific statement of work.	MAXIMUM HOURS 162,072			NOT INITIALLY PRICED
0011	The contractor shall perform those DENTAL HYGIENIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders				

0011AA	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Pensacola, FL	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AB	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Aviation Technical Training Center, Pensacola, FL	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AC	Naval Dental Center Gulf Coast, Branch Dental Clinic, Corry Station, Pensacola, FL	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AD	Naval Dental Center Gulf Coast, Branch Dental Clinic Whiting Field, Milton, FL	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AE	Naval Dental Center Gulf Coast, Branch Naval Coastal Systems Center, Panama City, FL	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AF	Naval Dental Center Gulf Coast, Branch Naval Support Activity, NOLA, New Orleans, LA	MAXIMUM HOURS 20,896			NOT INITIALLY PRICED
0011AG	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Construction Battalion Center, Gulfport, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AH	Naval Dental Center Gulf Coast, Branch Dental Clinic, Meridian Naval Air Station, Meridian, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AJ	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Station, Pascagoula, MS	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AK	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Corpus Christi, TX	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AL	Branch Dental Clinic, Naval Air Station, Fort Worth, TX	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AM	Naval Dental Center Gulf Coast, Branch Dental Clinic, Ingleside Naval Air Station, Ingleside, TX	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED

0011AN	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Air Station, Kingsville, TX	MAXIMUM HOURS 5,224			NOT INITIALLY PRICED
0011AP	Naval Dental Center Gulf Coast, Branch Dental Clinic, Naval Support Activity, Millington, Millington, TN	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AQ	Keesler Air Force Base, Biloxi, MS	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AR	Naval Dental Center Southeast Branch Dental Clinics, Including Naval Air Station, Jacksonville, FL; Naval Station Mayport, FL; and Naval Submarine Base, Kings Bay, GA.	MAXIMUM HOURS 73,136			NOT INITIALLY PRICED
0011AS	Naval Dental Center Southeast Branch Dental Clinic, Naval Air Station Key West, FL.	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AT	Naval Dental Center Southeast Branch Dental Clinic Atlanta, Naval Air Station, Marietta GA	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AU	Naval Dental Center Southeast Branch Dental Clinic Charleston, Goose Creek, SC	MAXIMUM HOURS 10,448			NOT INITIALLY PRICED
0011AV	Branch Dental Clinic, MCLB, Albany, GA	MAXIMUM HOURS 0			NOT INITIALLY PRICED
0011AW	DoD or Coast Guard Dental Treatment Facilities as specified in accordance with site specific statement of work	MAXIMUM HOURS 205,952			NOT INITIALLY PRICED
0012	The contractor shall perform those DENTAL LABORATORY TECHNICIAN services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 41,760			NOT INITIALLY PRICED

0013	The contractor shall perform those ENDODONTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED
0014	The contractor shall perform those EXPANDED FUNCTION DENTAL ASSISTANT services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 208,800			NOT INITIALLY PRICED
0015	The contractor shall perform those GENERAL DENTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 229,680			NOT INITIALLY PRICED
0016	The contractor shall perform those ORAL/MAXILLOFACIAL SURGEON services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED
0017	The contractor shall perform those ORTHODONTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED
0018	The contractor shall perform those PERIODONTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED
0019	The contractor shall perform those PROSTHODONTIST services for those locations specified in Section B.4.a. in accordance with Section C, Section H, and Individual Task Orders	MAXIMUM HOURS 20,880			NOT INITIALLY PRICED

Changes in Section C

NOTE 1: The use of, "Commanding Officer/Commander" means the Commanding Officer or Commander of the military dental treatment facility or equivalent Government official, e.g. Contracting Officer's Representative

(COR), Technical Assistant (TA), Branch Director or, Department Head at any of the service locations as specified in Section B. This individual will be specified in each individual Task Order.

NOTE 2: The term, "Contractor" means the offeror identified in block 15A of the Standard Form 33 or block 7 of the Standard Form 26 and its HCWs who are providing services under Task Orders placed under the contract.

NOTE 3: The abbreviation, "DTF" (Dental Treatment Facility) refers to any military service (including USCG) treatment facility(s) in which dental services are provided within the scope of this contract.

STATEMENT OF WORK

1. GENERAL INFORMATION. This Statement of Work (SOW) applies to all positions encompassed within this contract. Position specific Statements of Work for the Government's minimum quantities (Contract Line Item Numbers [CLINs] 0001 through 0004) are provided as Attachments 001 through 005. Staffing requirements specific to each position are contained within that applicable attachment. CLIN 0007 retains the Government's right to reimburse the Contractor for required travel expenses for Healthcare Workers (HCWs) for CLINs 0001 through 0004 and 0009 through 0019. CLIN 0008 may also be included with the subsequently issued Task Order Proposal Requests (TOPRs) for CLINs 0009 through 0019.

1.1. The Contractor shall provide, in accordance with each Task Order, dental and healthcare services at the locations specified in Schedule B and each individual Task Order.

1.2. During the term of this contract and in accordance with the terms and conditions of this contract and each Task Order, the Contractor agrees to provide on behalf of the Government, services for the treatment of active duty military personnel and other eligible beneficiaries.

1.3. While on duty, HCWs shall not advise, recommend or suggest to individuals authorized to receive services at Government expense that such individuals should receive services from the HCW when they are not on duty, or from a partner or group associated in practice with the Contractor or HCW, except with the express written consent of the Commanding Officer/Commander. The Contractor shall not bill individuals entitled to those services rendered pursuant to this contract.

1.4. In each TOPR, the Government will disclose specific information concerning the type(s), duration and location(s) of the services to be provided. This notice may include the number of hours that constitutes the scheduled work day of an individual HCW, the times and days of the week that services will be scheduled, and the places where these services will be performed. In the event that a TOPR calls for more than 8 compensated hours per day, the parties agree that the Contractor is solely responsible for investigating and determining the applicability of any state and/or local wage or overtime compensation laws with regard to its performance. It is further agreed that the Contractor assumes any and all risk as to the accuracy of its judgment. Accordingly, since the Task Order price reflects the Contractor's determination, the Contractor shall not be entitled to any equitable price adjustment should a state and/or local agency charged with enforcement of such wage and overtime laws rule that the Contractor's determination was erroneous.

1.5. The Government retains the right to additionally specify requirements in individual Task Orders as they relate to differences between specific positions, among specific military services (i.e. Army, Navy, Marine Corps, Air Force, etc) or, among specific service locations. Such requirements may include, but are not limited to, leave accrual rates, work hour adjustments, credentialing requirements, holiday service, general/administrative duties, continuing education and training. In these cases, the specific requirement will be referenced and addressed in the TOPR.

1.6. As directed by the Government, HCWs may be required to travel to provide services, undergo training or attend conferences when in the best interest of the Government and patient care. These travel requirements will be funded using CLIN 0007.

1.7. The Government retains the right to make incentive awards directly to HCWs. Incentive Plans applicable to CLINs 0001 through 0004 are contained in Attachment 006. CLIN 0008 may also be included with the subsequently

issued TOPRs for CLINs 0009 through 0019. These awards will be site or position specific based upon the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary individual work. Incentive plans for CLINs 0009 through 0019 will be contained in subsequent individual Task Orders.

2. MEDICAL MALPRACTICE AND PERSONAL SERVICES.

2.1. The HCW(s) is (are) serving at the DTF under a personal services contract entered into under the authority of §1091 of Title 10, United States Code. Accordingly, §1089 of Title 10, United States Code shall apply to personal injury lawsuits filed against the HCW(s) based on negligent or wrongful acts or omissions incident to performance within the scope of this contract. The HCW(s) is not required to maintain medical malpractice liability insurance.

2.2. HCWs providing services under this contract shall be rendering personal services to the Government and shall be subject to day-to-day supervision and control by Government personnel. Supervision and control is the process by which the individual HCW receives technical guidance, direction, and approval with regard to a task(s) within the requirements of this contract.

3. DUTY HOURS.

3.1. The Government will identify specific duty hours in each individual Task Order. Unless otherwise specified (a) in a paragraph below, (b) in an Initial Task Order within Attachments 001 through 004, (c) in a Subsequent Task Order for CLINs 0009 through 0019, or (d) as detailed in the Section H paragraph entitled, "Contractor Managed Personal Leave", services required by an individual HCW shall not exceed 80 hours per invoice (14 consecutive day) period. Any changes in the schedule shall be coordinated between the Contractor and the Government. HCWs shall arrive for each scheduled shift in a well-rested condition.

3.2. Unless otherwise stated in the individual Task Order, the Contractor shall provide no more than two individuals for each full time equivalent (FTE) and only one individual for each part-time (FTE). Therefore, unless otherwise specified in a Task Order, each individual will work a minimum of 20 hours per 7 consecutive calendar days or 40 hours per invoice period.

3.3. The Government reserves the rights to either (a) reassign HCWs within a Dental Treatment Facility (DTF) to meet patient demand or (b) temporarily assigned HCWs to another location within a 50 mile commuting area of their assigned DTF. HCWs shall receive notification 2 weeks prior to reassignment to locations within 50-mile limit. The reassignment shall not exceed 30 calendar days. The Government will consider the use of CLIN 0007 to reimburse HCWs for reassignments within 50-mile limit on a case-by-case basis.

3.4. Services of the HCWs shall not be required on the day of observance of the following federally established holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. The Government will compensate the Contractor for these periods of authorized absences only if the HCW is (a) scheduled to provide service on that specific day and (b) only for the number of hours of service scheduled for that specific day. Accordingly, if the Government compensates the Contractor, the Contractor shall compensate the HCW for these periods of compensated absence. No compensation will be made for HCWs who are not scheduled to provide service on that specific day.

3.5. In the instance where the Government directs the HCW to remain on duty in excess of their scheduled workday due to an unforeseen emergency or to complete patient treatment where lack of continuity of care would otherwise jeopardize patient health, the HCW shall remain on duty. The HCW will be given an equal amount of compensatory time to be scheduled upon mutual agreement of the HCW and the Commanding Officer/Commander.

3.6. The HCW shall not unilaterally adjust their individual work schedule(s) to accommodate late arrival. The Government reserves the right to either (a) place the HCW in a Leave Without Pay (LWOP) status when they arrive late for a scheduled shift and/or (b) not compensate the Contractor.

3.7. The Contractor may elect to offer overtime to certain HCWs to fill otherwise unfilled scheduled hours of service so long as all the following conditions apply:

3.7.1. In no case shall the amount of hours worked exceed 50 hours per consecutive 7-day period or 96 hours per consecutive 14 day period, and

3.7.2. In no case shall the HCW's continued employment be contingent upon their accepting this overtime assignment, and

3.7.3. The parties agree that the Contractor is solely responsible for complying with state and/or local wage and overtime compensations laws as described herein, and

3.7.4. The parties agree that the Contractor shall not look to the Government for additional reimbursement beyond the price already contained on the applicable CLIN/SLIN for that labor category.

4. ABSENCES, PLANNED AND UNPLANNED LEAVE, LEAVE WITHOUT PAY (LWOP), AND CONTINUING EDUCATION.

4.1. Administrative Leave. The Commanding Officer/Commander retains the authority to grant administrative leave to HCWs for (a) unusual or compelling circumstances, (b) base closures or late arrivals necessitated by weather emergencies, (c) command related training, (d) command activities at alternative work sites, or (e) where applicable, as part of an incentive program. The Commanding Officer/Commander will determine whether administrative leave is compensated leave.

4.2. Furlough. Except as otherwise provided in this paragraph or unless specifically authorized in a DoD Appropriations Act or a continuing resolution, the obligation of the Contractor to perform services under this contract, and the Government's obligation to pay for such services, shall be suspended during a Government furlough. In the event of a Government furlough, the Commanding Officer/Commander will determine which HCWs are considered "critical" and therefore must report to work. Only HCWs deemed "critical" by the Government shall be compensated for services rendered during a furlough. All other HCWs will be furloughed until the Government shutdown ends or the COR notifies them that they have become "critical" employees.

4.3. Medical Emergencies. A HCW with a bona-fide medical emergency occurring while on duty or with an on-the-job injury will be provided medical care until the condition is stabilized. The Contractor will reimburse the Government for all medical services provided unless the HCW is otherwise entitled to Government healthcare services.

4.4. Personal Leave. Unless otherwise specified in a Task Order:

4.4.1. The HCW shall follow the policy of the Commanding Officer/Commander regarding the request and use of both planned and unplanned leave. If the HCW is absent for three or more consecutive unplanned days, the Commanding Officer/Commander may require written documentation from a qualified health care provider that the HCW is free from communicable disease. The Government reserves the right to examine and/or re-examine any HCW who meets this criterion.

4.4.2. Leave Accrual. Unless otherwise specified in a Task Order:

4.4.2.1. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER GULF COAST, PENSACOLA FL AND SUBORDINATE BRANCH CLINICS ONLY. Eight hours of personal leave are accrued by each HCW at the end of every 80-hour period worked, equivalently apportioned for part-time employees and/or partial year Task Orders. Personal leave shall be used for both planned (vacation) and unplanned absences (sickness). Planned absences from assigned duties shall be requested with 15 working days advance notice, in writing, to the Commander/Commanding Officer. However, the Government retains the right to require more than 15 working days advance notice, consistent with local policies and procedures. The Contractor shall compensate the HCW for periods of authorized absence. Unless otherwise specified in a Task Order, all accrued leave shall be used within 90 days following the completion of a 12-month Task Order if a Logical Follow-on Task Order has been issued. If a

Logical Follow-on Task Order is not issued, all unused leave shall be either used by the end of the Task Order period or it will be forfeited.

4.4.2.2. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER GULF COAST, PENSACOLA FL AND SUBORDINATE BRANCH CLINICS ONLY. In all cases, notwithstanding whether one or more than one HCW(s) provides services for the period of a Task Order, not more than 208 hours of personal leave will be provided per FTE of effort for a twelve month Task Order period, apportioned for Task Order periods of less than twelve months.

4.4.2.3. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER SOUTHEAST, JACKSONVILLE FL AND SUBORDINATE BRANCH CLINICS ONLY. Eight hours of personal leave are accrued by each HCW at the end of every 80-hour period worked, equivalently apportioned for part-time employees and/or partial year Task Orders. Personal leave shall be used for both planned (vacation) and unplanned absences (sickness). Planned absences from assigned duties shall be requested with 15 working days advance notice, in writing, to the Commander/Commanding Officer. However, the Government retains the right to require more than 15 working days advance notice, consistent with local policies and procedures. The Contractor shall compensate the HCW for periods of authorized absence. Unless otherwise specified in a Task Order, all accrued leave shall be used within 90 days following the completion of a 12 month Task Order if a Logical Follow-on Task Order has been issued. If a Logical Follow-on Task Order is not issued, all unused leave shall be either used by the end of the Task Order period or it will be forfeited. If personal leave is carried over beyond the completion date of the Task Order (i.e. to be used in the subsequent 90 days), the HCW shall provide the COR with a schedule for the use of that leave not later than the first workday of the Logical Follow-on Task Order. HCWs shall not presume that their leave schedule has been approved unless notified, in writing, by the COR. The Government will make every effort to accommodate all leave requests; however, the Commander/Commanding Officer reserves the right to unilaterally adjust these leave schedules to meet the demand for patient care.

4.4.2.4. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER SOUTHEAST, JACKSONVILLE FL AND SUBORDINATE BRANCH CLINICS ONLY. In all cases, notwithstanding whether one or more than one HCW(s) provides services for the period of a Task Order, not more than 156 hours of personal leave will be provided per FTE of effort for a twelve month Task Order period, apportioned for Task Order periods of less than twelve months.

4.4.2.5. FOR ALL OTHER ACTIVITIES NOT SPECIFICALLY REFERENCED ABOVE. Eight hours of personal leave are accrued by each HCW at the end of every 80-hour period worked, equivalently apportioned for part-time employees and/or partial year Task Orders. Personal leave shall be used for both planned (vacation) and unplanned absences (sickness). Planned absences from assigned duties shall be requested with 15 working days advance notice, in writing, to the Commander/Commanding Officer. However, the Government retains the right to require more than 15 working days advance notice, consistent with local policies and procedures. The Contractor shall compensate the HCW for periods of authorized absence. If a Logical Follow-on Task Order is not issued, all unused leave shall be either used by the end of the Task Order period or it will be forfeited.

4.4.2.5.1. FOR ALL OTHER ACTIVITIES NOT SPECIFICALLY REFERENCED ABOVE. In all other cases, unless otherwise specified in an individual Task Order(s), notwithstanding whether one or more than one HCW(s) provides services for the period of a Task Order, not more than 208 hours of total leave will be provided per FTE of effort for a twelve month Task Order period, apportioned for Task Order periods of less than twelve months.

4.4.3. If the Task Order is terminated for default, there will be no reimbursement for any unused accrued leave balance. In the event that the HCW gives notice of employment termination, all accrued leave must be used within that notice period, or forfeited. The Government will not extend the HCW's termination date to accommodate unused leave balances.

4.4.4. Continuing Education. The Commanding Officer/Commander may also grant authorization for planned absences to allow the HCW to attend continuing education courses. This is in addition to the planned and unplanned absences specified above. The Government may compensate the HCW for these periods of authorized absence if the continuing education courses are required to maintain licensure or certifications. This compensation will not exceed 40 hours per 12 month Task Order, equivalently apportioned for part-time employees and/or partial year

Task Orders. The Commanding Officer/Commander may also advance leave for continuing education. The Government will not reimburse the HCW for the cost of any course tuition and/or other related education expense but may choose to reimburse certain reasonable travel expenses using CLIN 0007. The HCW shall provide proof of attendance and successful completion of continuing education to the Commanding Officer/Commander upon request.

4.4.4.1. Healthcare workers shall have 6 months of creditable service either under this contract or the immediate predecessor contract to be eligible for authorized planned absence(s) for continuing education. At the discretion of the Commanding Officer/Commander, this provision may be waived if the continuing education is (a) in the best interest of the Government, (b) enhances patient care, and (c) the Government can reasonably expect to receive a benefit from the continuing education (time and cost considered). If waived, the provisions in the preceding paragraph shall apply.

4.4.4.2. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER SOUTHEAST, JACKSONVILLE FL AND SUBORDINATE BRANCH CLINICS ONLY. The continuing education benefit will not exceed 5 scheduled workdays for dentists and 3 scheduled workdays for dental hygienists per 12 month Task Order, equivalently apportioned for part-time employees and/or partial year Task Orders. There is no continuing education benefit for dental assistants. The Commanding Officer/Commander may also advance leave for continuing education.

4.4.5. Reserved.

4.4.6. Reserved.

4.4.7. Leave Without Pay.

4.4.7.1. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER GULF COAST, PENSACOLA FL AND SUBORDINATE BRANCH CLINICS ONLY. Upon exhaustion of any leave balance the HCW shall enter a leave without pay (LWOP) status. Unless waived by the Contracting Officer, the Contractor shall provide a qualified replacement for any HCW who has been on LWOP status for a total of 24 hours or more during any Task Order period, equivalently apportioned for part-time employees and/or partial year Task Orders. At the discretion of the Commanding Officer/Commander, LWOP taken in conjunction with maternity leave may not be subject to this limitation.

4.4.7.2. FOR HEALTHCARE WORKERS AT THE NAVAL DENTAL CENTER SOUTHEAST, JACKSONVILLE FL AND SUBORDINATE BRANCH CLINICS ONLY. Upon exhaustion of any leave balance the HCW shall enter a leave without pay (LWOP) status. Unless waived by the Contracting Officer, the Contractor shall provide a qualified replacement for any HCW who has been on LWOP status for a total of 3 or more occurrences during any Task Order period, equivalently apportioned for part-time employees and/or partial year Task Orders. An "occurrence" is any LWOP incident exceeding 30 scheduled work minutes. At the discretion of the Commanding Officer/Commander, LWOP taken in conjunction with maternity leave may not be subject to this limitation.

4.4.7.3. FOR ALL OTHER ACTIVITIES NOT SPECIFICALLY REFERENCED ABOVE. Upon exhaustion of any leave balance the HCW shall enter a leave without pay (LWOP) status. Unless waived by the Contracting Officer, the Contractor shall provide a qualified replacement for any HCW who has been on LWOP status for a total of 24 hours or more during any Task Order period, equivalently apportioned for part-time employees and/or partial year Task Orders. At the discretion of the Commanding Officer/Commander, LWOP taken in conjunction with maternity leave may not be subject to this limitation. The Government shall not compensate the Contractor for HCWs in a Leave Without Pay (LWOP) status.

4.4.8. Maternity Leave. Up to twelve weeks of maternity "leave without pay" may be granted to the HCW during the period of the Task Order if either of two conditions should occur: (1) the birth of a son or daughter of the HCW and the care of such son or daughter; or, (2) the placement of a son or daughter with the HCW for adoption or foster care. The Commanding Officer/Commander and Contractor will agree on the length of maternity leave. At the

option of the Government and pursuant to paragraphs herein, any or all accrued leave (leave with pay) shall be first applied towards maternity leave before going into a leave without pay status.

4.4.9. Military Reserve Leave. Documented military leave for military reservists is permitted, not to exceed 15 calendar days per 12-month period worked. This leave may be taken intermittently, i.e., one day at a time. Military leave is compensated leave. The HCW shall follow the policy of the DTF with respect to advance notification for scheduled military duties. Military leave for part time employees shall be prorated.

4.4.10. Jury Duty.

4.4.10.1. Administrative leave may be granted for HCWs selected to serve on jury duty. Requests for jury duty leave shall be submitted to the Commanding Officer/Commander in the same manner as planned leave is requested as soon as jury duty is confirmed. The HCW is required to provide the Commanding Officer/Commander with as much written notice as possible prior to reporting for jury duty, and shall supply documentation regarding the necessity for and the length of absence for jury duty. A HCW whose position is deemed critical by the Commanding Officer/Commander may be issued a written request for the court to excuse or delay the HCW's jury duty obligation.

4.4.10.2. The Government will reimburse the Contractor (as administrative leave) for the HCW's documented, actual service as a juror up to 5 scheduled workdays per Task Order. In those instances where a contract HCW is in a jury duty status in excess of 5 scheduled workdays, the Commanding Officer/Commander may require a qualified replacement HCW. In all instances where a contract HCW is in a jury duty status in excess of 10 scheduled workdays, the Contractor shall provide a qualified replacement HCW. Upon notification that a qualified replacement HCW is required, the Government will no longer reimburse the Contractor as administrative leave.

4.4.11. Compensatory Time. Compensatory Time must be approved prior to commencement of services. If compensatory time is either approved by the Government or specifically permitted in individual task orders, compensatory time shall be used within the same invoice period that it is earned unless the Commanding Officer/Commander prospectively approves leave carry over. Compensatory time earned as part of an incentive program shall be used in accordance with that incentive program and may or may not be subject to this requirement.

4.4.11.1. In all cases, compensatory time earned in one Task Order period cannot be carried over to another Task Order period. Upon (a) termination of the employment of a HCW or, (b) a HCW changing their employer from one Contractor to another Contractor or, (c) the loss of employment as a result of the Government's decision not to issue a logical follow-on Task Order, all unused compensatory time will be lost.

5. FAILURE AND/OR INABILITY TO PERFORM.

5.1. Should a HCW be unable to perform duties under any Task Order due to a medical or physical disability they shall be replaced within 48 calendar hours of notification by the Government. The Contracting Officer may suspend any individual's performance under the Task Order until such medical or physical disability is resolved. If performance under the Task Order is so suspended, no reimbursement shall be made to the Contractor unless the requirements of the staffing schedule are otherwise met.

5.2. If the clinical privileges of a HCW have been summarily suspended, the Government reserves the right to suspend any or all services under a Task Order until clinical privileges are reinstated. No reimbursement will be made to the Contractor for the affected HCW so long as performance is suspended.

5.3. Any HCW(s) demonstrating impaired judgment will be removed from providing healthcare services. The Government reserves the right to remove any employee who, in the judgment of a licensed physician, is impaired by drugs or alcohol.

5.4. Any HCW(s) who has demonstrated alcohol or drug impairment may be allowed to return to work under the terms of this contract only with prior Government approval.

6. CONTRACT STATUS REVIEW (CSR) MEETINGS.

6.1. Each 30–90 days during the contract, the Government will require the Contractor to discuss issues germane to the contract. The Government expressly retains the right to require the Contractor to attend face-to-face meetings at the Government's facilities. At these meetings, the Government shall inform the Contractor of any contract or employee-related issues that require corrective action on the part of the Contractor. The Government shall not reimburse the Contractor for the expenses incurred relative to these meetings. At a minimum, these meetings will discuss:

6.1.1. New HCWs who have begun providing services since the last CSR. The Government continually evaluates each HCW's (a) personal interaction skills with patients and other staff, (b) their demonstrated fluency in the English language and, (c) their demonstrated familiarity with the equipment, supplies and materiel commonly used in the work site. The Government encourages the Contractor to institute probationary policies for new employees, and

6.1.2. Contract administration issues relative to the efficient operation of the clinical setting, and

6.1.3. Contractor generated opportunities or innovations aimed at improving services, and

6.1.4. Any other item to the mutual benefit of the Contractor and the Government.

6.2. The Contractor is advised that these meetings are strictly informational and do not change the terms and conditions of the contract unless the Contracting Officer issues a signed modification.

7. CREDENTIALING.

7.1. General Information.

7.1.1. The Commanding Officer/Commander is the sole authority for granting and revoking clinical privileges. HCWs shall not provide health care services until the Commanding Officer/Commander has granted professional staff membership and clinical privileges. The Commanding Officer/Commander will not grant clinical privileges until the Government determines that credentials information has been satisfactorily verified.

7.1.2. For positions at Navy facilities, the Government will not consider exceptions to the Navy credentials review and clinical privileging process as defined by BUMEDINST 6320.66C, subsequent revisions to that instruction, and DTF instructions. The Contractor's failure to nominate HCWs who meet the terms and conditions of this contract, including the requirements of BUMEDINST 6320.66C, shall not excuse non-performance of contract requirements. A copy of BUMEDINST 6320.66C may be obtained at <http://www-nmlc.med.navy.mil/Code02/6320.66Centire.pdf>.

7.1.3. For positions at Army facilities, the Government will not consider exceptions to the Army credentials review and clinical privileging process as defined by Army Regulation 40-68 and DTF instructions. The Contractor's failure to nominate HCWs who meet the terms and conditions of this contract, including the requirements of Army Regulation 40-68, shall not excuse non-performance of contract requirements. A copy of Army Regulation 40-68 may be at http://www.army.mil/usapa/epubs/pdf/r40_68.pdf

7.1.4. For positions at Air Force facilities, the Government will not consider exceptions to the Air Force credentials review and clinical privileging process as defined by Air Force Instruction 44-119 and DTF instructions. The Contractor's failure to nominate HCWs, who meet the terms and conditions of this contract, including the requirements of Air Force Instruction 44-119, shall not excuse non-performance of contract requirements. A copy of Air Force Instruction 44-119 may be obtained at <http://www.e-publishing.af.mil/pubfiles/af/44/afi44-119/afi44-119.pdf>.

7.1.5. The Government considers the following to be grounds for termination of the contract: HCWs within the DTF who are not currently privileged; HCWs who fail to maintain their privileges; or, HCWs who have privileges suspended or revoked. The Government will make no payment for services provided by such HCWs.

7.1.6. The Contractor shall promptly replace any HCW who fails to maintain staff appointment or clinical privileges.

7.1.7. HCWs shall provide proof of U.S. Employment Eligibility (Attachment 010). No alien shall be allowed to perform services under this contract in violation of the Immigration Laws of the United States.

7.1.8. HCWs shall provide a written Personal and Professional Information Sheet (PPIS) and a current resume or Curriculum Vitae as part of the credentialing package.

7.1.9. The HCW is responsible for complying with all applicable state licensing regulations. HCWs shall submit all state dental/medical licenses held as part of the credentialing package.

7.1.10. Any contract HCW under suspension due to an investigation at any facility or licensing agency shall not be permitted to provide service under this contract. The Contractor shall notify the COR within 24 hours of occurrence of suspension concerning any of its employees. These individuals may only provide services if the Commanding Officer/Commander has subsequently restored privileges.

7.1.11. The denial, suspension, limitation, or revocation of clinical privileges based upon practitioner impairment or misconduct will be reported to the appropriate licensing authorities of the state in which each license is held.

7.1.12. The Government will appoint a member of Government's Professional Affairs staff to assist the Contractor on all matters relating to credentialing and the application for clinical privileges. The Contractor shall appoint a member of its professional affairs or recruitment staff to coordinate the submission of credentialing information, assuring each file constitutes a complete and valid application for all HCWs.

7.1.13. The Government reserves the right to extend the credentials of a HCW who has been granted delineated clinical privileges on a predecessor contract without a new or additional credentialing action. This extension may only occur (a) within the same command and, (b) when there is no increased clinical competency requirement of the HCW and, (c) when there is no significant change in the scope of clinical practice of the HCW and, (d) when there is no gap in performance between the contracts and, (e) when the HCW has had acceptable performance evaluations.

7.1.14. Notwithstanding any actions taken or forborne by the Government's representative, the responsibility to provide fully qualified HCWs remains solely with the Contractor. Nothing herein shall limit the Commanding Officer/Commander's decision to deny clinical privileges to HCWs or to revoke clinical privileges already granted.

7.1.15. The Contractor shall maintain a complete employment file for each HCW during the life of this contract. This file shall contain, at a minimum, all the documentation submitted to the Government for each employee. This file and the documents therein shall be kept current and will be made available for Government inspection upon request.

7.1.16. The Contractor shall submit a recent National Practitioner Data Bank Self-Query to the Professional Affairs Department as part of each credentialing package. The Professional Affairs Department will define the term "recent" to the Contractor as that standard is defined within the applicable service instructions/directives and by the JCAHO.

7.2. Navy Requirements.

7.2.1. Individual Credentials Files (ICFs). Following award of a Task Order, the Contractor shall submit to the Professional Affairs Department, via the COR, a completed Individual Credentials File (ICF). The ICF, which will be maintained at the DTF, contains specific information regarding qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in BUMEDINST 6320.66C and subsequent revisions. Section 4 and Appendices B, F and R detail the ICF requirements. ICFs for HCWs who do not currently have an ICF on file at the facility shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those HCWs who currently have an ICF on file, an updated Personal and Professional Information Sheet (PPIS) for Privileged Providers, with

notation that a complete up-to-date ICF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.2.2. Individual Professional Files (IPFs). Following award of a Task Order, the Contractor shall submit to the Professional Affairs Department, via the COR, a completed Individual Professional File (IPF). The IPF, which will be maintained at the DTF, contains specific information regarding qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in BUMEDINST 6320.66C and subsequent revisions. Section 4 and Appendix S detail the IPF requirements. For those health care personnel who do not currently have an IPF on file at the facility, IPFs shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those personnel who currently have an IPF on file, an updated Personal and Professional Information Sheet (PPIS) for Nonprivileged Providers, with notation that a complete up-to-date IPF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.3. Army Requirements.

7.3.1. Practitioner's Credentials File (PCF). Following award of a Task Order for Army healthcare services, the Contractor shall submit to the Commander of the Dental Activity via the COR, a completed Practitioner's Credentials File (PCF). The PCF, which will be maintained at the DTF, contains the specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Army Regulation 40-68, 4.11 and subsequent revisions. PCF's for health care practitioners who do not currently have a PCF on file at the facility shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those health care providers who currently have a PCF on file, an updated Personal and Professional Information Sheet (PPIS) for Privileged Providers, with notation that a complete up to date PCF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.3.2. Practitioner's Activity File (PAF). Following award of a Task Order for Army healthcare services, the Contractor shall submit to the Commander of the Dental Activity, via the COR, a completed Practitioner's Activity File (PAF). The PAF, which will be maintained at the DTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Army Regulation 40-68, 4.12 and subsequent revisions. For those health care personnel who do not currently have a PAF on file at the facility, PAF's shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those personnel who currently have a PAF on file, an updated Personal and Professional Information Sheet (PPIS) for Nonprivileged Providers, with notation that a complete up to date PAF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.4. Air Force Requirements.

7.4.1. Practitioner's Credentials File (PCF). Following award of a Task Order for Air Force healthcare services, the Contractor shall submit to the Commander of the Dental Activity via the COR, a completed Practitioner's Credentials File (PCF). The PCF, which will be maintained at the DTF, contains the specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Air Force Instruction 44-119, 4D and subsequent revisions. PCF's for health care practitioners who do not currently have a PCF on file at the facility shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those health care providers who currently have a PCF on file, an updated Personal and Professional Information Sheet (PPIS) for Privileged Providers, with notation that a complete up to date PCF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.4.2. Practitioner's Activity File (PAF). Following award of a Task Order for Air Force healthcare services, the Contractor shall submit to the Commander of the Dental Activity, via the COR, a completed Practitioner's Activity File (PAF). The PAF, which will be maintained at the DTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Air Force Instruction 44-119 4E and subsequent revisions. For those health care

personnel who do not currently have a PAF on file at the facility, PAF's shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those personnel who currently have a PAF on file, an updated Personal and Professional Information Sheet (PPIS) for Nonprivileged Providers, with notation that a complete up to date PAF is on file, shall be submitted no less than 15 days prior to commencement of services.

7.5. Qualifications Packages.

7.5.1. Navy Requirements.

7.5.1.1. The Contractor shall submit a qualifications package to the COR for each HCW who is not required to submit either an Individual Credentials File (ICF) or an Individual Professional File (IPF). Prior to providing services under a Task Order, the COR will verify that each HCW possesses the qualifications of the Task Order.

7.5.1.2. The Contractor shall submit all documentation necessary to demonstrate compliance with both the qualification requirements herein (Attachments 001 through 005 for the minimum quantities) and for any subsequent Task Order. The Contractor shall submit all documentation to the COR per the terms of the Task Order. The COR will retain the Qualifications Package.

7.5.2. Army Requirements.

7.5.2.1. The Contractor shall submit a qualifications package to the COR for each HCW who is not required to submit either a Practitioner's Credential File (PCF) or a Practitioner's Activity File (PAF). Prior to providing services under a Task Order, the COR will verify that each HCW possesses the qualifications of the Task Order.

7.5.2.2. The Contractor shall submit all documentation necessary to demonstrate compliance with both the qualification requirements herein (Attachments 001 through 005 for the minimum quantities) and for any subsequent Task Order. The Contractor shall submit all documentation to the COR per the terms of the Task Order. The COR will retain the Qualification Package.

7.5.3. Air Force Requirements.

7.5.3.1. The Contractor shall submit a qualifications package to the COR for each HCW covered by the Air Force credentials review and clinical privileging process as defined by Air Force Instruction 44-119 and DTF instructions. Prior to providing services under a Task Order, the COR will verify that each HCW possesses the qualifications of the Task Order.

7.5.3.2. The Contractor shall submit all documentation necessary to demonstrate compliance with both the qualification requirements herein (Attachments 001 through 005 for the minimum quantities) and for any subsequent Task Order. The Contractor shall submit all documentation to the COR per the terms of the Task Order. The COR will retain the Qualification Package.

7.6. Interviews.

7.6.1. The Government reserves the right to conduct interviews for HCWs proposed. If interviews will be required, specific information will be contained in the TOPR. This requirement is not applicable to the Government's Minimum Requirements contained in CLINs 0001 through 0004.

8. GENERAL ADMINISTRATIVE/TRAINING DUTIES AND RESPONSIBILITIES. The HCW shall perform a full range of services on site using Government furnished facilities, equipment and supplies. Actual clinical activity will be a function of the overall demand for these services. All HCWs shall:

8.1. Participate in meetings to review and evaluate the care provided to patients, identify opportunities to improve the care delivered, and recommend corrective action when problems exist. Should a meeting occur outside of scheduled working hours, the HCW shall read and initial the minutes of the meeting.

8.2. Participate in and/or provide training to students and/or members of the clinical and administrative staff on subjects germane to their specialties.

8.3. Demonstrate an awareness and sensitivity to patient/family/significant others' rights and needs.

8.4. Demonstrate an awareness of the legal environment inherent in patient care and strive to provide the requisite quality of care to reduce the legal risk in each situation.

8.5. Demonstrate appropriate delegation of tasks and duties in the direction and coordination of health care team members, patient care, and Clinic activities and provide training and/or direction as applicable to supporting Government employees assigned to the HCW during performance of duties.

8.6. Maintain an awareness of responsibility and accountability for their own professional practice.

8.7. Participate in continuing education to meet their individual professional growth.

8.8. Attend annual renewal of the following training requirements provided by the Government: family advocacy, disaster training, infection control, sexual harassment, bloodborne pathogens and fire/safety.

8.9. Participate in the implementation of the DTF's Family Advocacy Program as directed. Participation shall include, but not be limited to, appropriate standards for examination, documentation, treatment and reporting.

8.10. Attend Composite Health Care System (CHCS) and Corporate Information System (CIS) training provided by the Government for a minimum of four (4) hours, up to a maximum of 24 hours.

8.11. Adhere to infection control guidelines and practice universal precautions.

8.12. Contribute to the safe and effective operation of equipment used in patient care within a safe working environment. This shall include safe practices of emergency procedures, proper handling of hazardous materials and maintaining physical security.

8.13. Undergo orientation appropriate to the position. Orientation may be waived for personnel who have previously provided service at the DTF. Orientations include initial training requirements (e.g. fire, safety, infection control, and family advocacy) and information systems orientation (including the Composite Health Care System (CHCS) and the Ambulatory Data System (ADS)). The Government reserves the right to adjust orientation schedules to meet mission and workload requirements. In addition, HCWs identified as CHCS Super-users shall undergo additional training. Requirements for these CHCS Super-users will be specified in individual TOPRs.

8.14. HCWs shall gain and maintain certification in BLS or equivalent as stated in Section H.6.1.4. The Government will provide re-certification to Contractor employees on an equal status as other Government employees if that training is available. However, in all cases, the ultimate responsibility for initial and re-certification remains with the Contractor.

9. GENERAL PROVISIONS APPLICABLE TO ALL HCWs.

9.1. HCWs shall comply with Executive Order 12731, October 17, 1990, (55 Fed. Reg. 42547), Principles of Ethical Conduct for Government Officers and Employees. HCWs shall also comply with Department of Defense (DoD) other Government regulations implementing this Executive Order.

9.2. HCWs shall become acquainted with and obey all station regulations, shall perform in a manner to preclude the waste of utilities, and shall not use Government telephones for personal business. All motor vehicles operated on these installations by HCWs shall be registered with the base security service according to applicable directives. Eating by HCWs is prohibited in patient care areas/Clinics and is restricted to designated areas. Smoking is prohibited in all Clinic facilities.

9.3. HCWs are NOT prohibited, by reason of employment under this contract, from conducting a private practice or other employment so long as there is no conflict with the performance of duties under this contract. However, such private practice or other such employment shall not be conducted during those hours that the HCW is required to provide services under this contract. HCWs shall make no use of Government facilities or property in connection with such other employment.

9.4. HCWs shall be neat, clean, well groomed, and in appropriate clothing when in patient care and public areas. All clothing shall be free of visible dirt and stains, and shall fit correctly. Fingernails shall be clean and free from dirt and hair shall be neatly trimmed and combed. HCW shall comply with Navy Standards for body piercing and wearing of jewelry. HCWs shall display an identification badge, which includes the HCW's full name and professional status (furnished by the Government) on the right breast of the outer clothing. Security badges provided by the Government shall be worn when on duty.

9.5. Military Service Secretaries have determined that the illegal possession or use of drugs and paraphernalia in a military setting contributes directly to military drug abuse and undermines Command efforts to eliminate drug abuse among military personnel. The policy of the Department of Defense is to deter and detect drug offenses on military installations. Measures to be taken to identify drug offenses on military installations, and to prevent introduction of illegal drugs and paraphernalia, include routine random inspection of vehicles while entering or leaving, with drug detection dogs when available, and random inspection of personal possessions on entry or exit. If there is probable cause to believe that a HCW has been engaged in use, possession, or trafficking of drugs, the HCW may be detained for a limited period of time until he/she can be removed from the installation or turned over to local law enforcement personnel having jurisdiction. When illegal drugs are discovered in the course of an inspection or search of a vehicle operated by a HCW, the HCW and vehicle may be detained for a reasonable period of time necessary to surrender the individual and vehicle to appropriate civil law enforcement personnel. Action may be taken to suspend, revoke, or deny clinical privileges as well as installation driving privileges. Implicit with the acceptance of this contract is the agreement by the HCW to comply with all Federal and State laws as well as regulations issued by the Commander of the military installation concerning illegal drugs and paraphernalia.

9.6. All financial, statistical, personnel, and technical data which are furnished, produced or otherwise available to the Contractor during the performance of this contract are considered confidential business information and shall not be used for purposes other than performance of work under this contract. Such data shall not be released by the Contractor without prior written consent of the COR. Any presentation of any statistical or analytical materials, or any reports based on information obtained from studies covered by this contract, will be subject to review and approval by the COR before publication or dissemination.

9.7. Services provided under this contract shall be performed in accordance with all State, County, Department of Defense, Navy, Army and Air Force (as applicable), dental treatment facility guidelines and reporting requirements. Services provided under this contract shall be performed in accordance with DoD, military services, and DTF instructions, policies and procedures, and all applicable State and local laws.

9.8. Comply with the standards of the Joint Commission, applicable provisions of law and the rules and regulations of any and all governmental authorities pertaining to:

9.8.1. Licensure and/or regulation of healthcare personnel in treatment facilities, and

9.8.2. The regulations and standards of professional practice of the treatment facility, and

9.8.3. The bylaws of the treatment facility's professional staff.

END OF SECTION C

Changes in Section J

Section J Table Of Contents

<u>ATTACH</u>	<u>DESCRIPTION</u>	<u>ATTACHED/BY REFERENCE</u>
001	Dental Hygienist, Naval Dental Center Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics	X /
002	Dental Assistant, Naval Dental Center Gulf Coast Pensacola, FL and subordinate Branch Dental Clinics	X /
003	Dental Assistant, Keesler Air Force Base, Biloxi, MS	X /
004	Dental Hygienist, Naval Dental Center Southeast Jacksonville, FL and subordinate Branch Dental Clinics	X /
005	Dental Assistant, Naval Dental Center Southeast Jacksonville, FL and subordinate Branch Dental Clinics	X /
006	Incentive Plan (IP) Naval Dental Center Southeast Jacksonville, FL	X /
007	Notional Task Order NTO001, Dental Laboratory Technician, Naval Dental Center Gulf Coast, Pensacola, FL	X /
008	Notional Task Order NTO002, Endodontist, McDill Air Force Base, Tampa, FL	X /
009	Service Contract Act Wage Determinations	X /
010	Proof of U.S. Employment Eligibility	X /
011	RESERVED	
012	Electronic File Format; Offeror's Past Performance Information	X /
013	Electronic File Format; Sample Supplemental Pricing Worksheets	X /
014	Current Contract Prices	X /
015	Electronic File Format; Offeror's Management Plan	X /
016	Successful Offeror's Management Plan(s) NOTE: This Attachment will be appended at the time of award to include the management plan(s) for each contract awarded. As an example, if 3 contracts are awarded, the successful offeror's management plan(s) will be appended as Attachment 016A, 016B and 016C, etc.	
017	Contract Administration Plan. NOTE: This Attachment will be incorporated at the time of award.	

END OF SECTION J

Changes in Section L

1. SUBMISSION OF COST OR PRICING DATA

1.1. It is expected that this contract will be awarded based upon a determination that there is adequate price competition; therefore, the offeror is not required to submit additional cost or price data or certify cost or pricing data with its proposal.

1.2. If, after receipt of the proposals, the Contracting Officer determines that adequate price competition does not exist in accordance with FAR 15.403-3 and 15.403-4, the offeror shall provide other information requested to be submitted to determine fair and reasonableness of price or cost realism, or certified cost or pricing data as requested by the Contracting Officer.

2. NOTIONAL TASK ORDERS. The Notional Task Orders (CLIN 0005) provided in Attachments 007 and 008 represents a sample Task Order scenario which may, in some form, be ordered by the Government after contract award. No awards will result from an offeror's proposal in response to these Notional Task Orders.

3. INSTRUCTIONS FOR PREPARATION OF PROPOSALS

3.1. Introduction and Purpose. This section specifies the format and content that offerors shall use in response to this Request for Proposal (RFP). The intent is not to restrict the offerors in the manner in which they will perform their work but rather to require uniformity in the format of the responses for evaluation purposes. Offerors must submit a proposal that is both in the format prescribed herein and is comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete: avoiding unnecessary, irrelevant, unrelated, unsubstantiated, illogical, vague and/or expansive discussions. Clarity, completeness, and responsiveness are of the utmost importance. Proposals shall be in the form prescribed by, and shall contain a response to, each identified in this paragraph. Any proposal that does not offer as a minimum that which is requested in this solicitation may be determined to be substantially incomplete and not warrant any further consideration. A complete proposal, including both Technical and Business, shall be submitted by the closing date specified in Section A of the solicitation.

Proposals shall be submitted electronically in three separate volumes:

- Volume I - Past Performance Proposal (original & 1 copy)
- Volume II - Management Plan (original & 1 copy)
- Volume III - Business Proposal (original & 1 copy)

The closing date for Volume I shall be Thursday, 23 January 2003 at 2:00 PM local time (eastern standard time). The closing date for Volumes II and III shall be Thursday, 13 February 2003 at 2:00 PM local time (eastern standard time).

If an offeror is late submitting any one volume, their entire proposal will be considered late.

Upon receipt of the electronic files from the Contracting Officer, the offeror's proposal shall be submitted on 6 offeror provided 3.5" diskettes or CD-ROM(s) (all hereafter referred to as "diskettes"). The offeror is responsible for ensuring that submitted diskettes are neither physically damaged nor contain corrupted files such that they are not readable by the Government. The offeror shall ensure that the two sets of diskettes are identical.

3.2. Diskettes 1 and 2 shall each contain the offeror's Past Performance information and shall contain the electronic file "[name of offeror] Past Performance.doc" (Attachment 012). The information on diskette 2 shall be identical to the information on diskette 1. PLEASE NOTE: Closing dates for submission of Past Performance information and Management/Business Proposals are specified in 3.1, above.

3.3. Diskettes 3 and 4 shall each contain the Management Plan and shall include the Government provided electronic file "[name of offeror] Management Plan.doc" (Attachment 015). The information on diskette 3 shall be identical to the information on diskette 4.

3.4. Diskettes 5 and 6 shall each contain the offeror's Business Proposal and shall include the Government provided electronic file "[name of offeror] Business Proposal.xls." Included within "[name of offeror] Business Proposal.xls" are Supplemental Pricing Worksheets for each separately priced position for CLINs 0001 through 0004 (the minimum requirements) and each separately priced position for NTO001 and NTO002 (CLIN 0005). An example of a Supplemental Pricing Worksheet is contained in Attachment 013. The offeror shall complete all the Supplemental Pricing Worksheets within "[name of offeror] Business Proposal.xls." The information on diskette 5 shall be identical

to the information on diskette 6. The Government has included the most recent contract prices as Attachment 014. These prices represent the direct compensation to the HCW plus the Contractor's overhead, profit and other indirect costs such as, but not limited to, general and administrative expense. The direct compensation rate to the HCW is not available.

3.5. If an offeror is late submitting (a) any diskette or (b) any required file is missing from their diskette proposal, their entire proposal will be considered late.

3.6. Offerors are responsible for assuring that the diskettes forwarded in response to this solicitation are neither damaged nor unreadable. Diskettes 1 through 4 shall be formatted using either Microsoft Windows 95™ or Microsoft Windows 98™. All files shall be submitted using either Microsoft Word 97™, or Microsoft Word 2000™ (for the .doc files) and Microsoft Excel 97™, or Microsoft Excel 2000™ (for the .xls files). Documents and spreadsheets submitted in Microsoft Word 2002™ or Microsoft Excel 2002™ will not be accepted. Diskette 1 is identical to diskette 2; Diskette 3 is identical to diskette 4; Diskette 5 is identical to diskette 6. Offerors shall assure that all files are in a "read only" format and not subject to change. Files shall not be password protected.

3.7. Offerors shall accept the formatting, style, pitch/point, margins and other formatting imbedded in these electronic documents as provided. The Government will accept no changes.

3.8. Volume I: Past Performance (Original & 1 Copy) Diskettes 1 and 2 shall each contain the offeror's Past Performance information and shall contain the file "[name of offeror] Past Performance.doc" (Attachment 012). The information on diskette 2 shall mirror the information on diskette 1.

a. Volume I shall contain the table provided as Attachment 012 (Past Performance Chart) for submission of past performance information. The Contractor shall exactly recreate and complete Past Performance.doc as illustrated in Attachment 012. (NOTE: An electronic copy of Past Performance.doc shall be provided.) This Microsoft Word 97™ document shall include information from not more than five of their previous/current contracts not awarded either by the Naval Medical Logistics Command or the Fleet Industrial Supply Center, Norfolk Detachment, Philadelphia. These references shall be those that the offeror believes are their most current and are relevant to the labor categories identified in Section B. The Government will supplement this information with past performance analyses of contracts awarded by the Naval Medical Logistics Command. In selecting the most relevant contracts, the offeror may include contracts that demonstrate the prior experience of corporate officials or the experience of sub-Contractors/teaming partners. In order to be considered current, services must have been provided within the last five years. The file, "Past Performance.doc" shall be renamed, "[name of offeror] Past Performance.doc" when it is submitted.

b. If the offeror has no relevant past performance, they shall affirmatively state that they possess no relevant past performance within [name of offeror] Past Performance.doc.

c. The offeror shall complete Past Performance.doc to include the following:

1. The contract number(s) and,
2. The number of HCWs provided, and
3. The type of HCWs provided, e.g., 2 dentists, 15 dental hygienists, etc., and
4. The location of services provided including facility name, city and state and,
5. The start dates that services were/are being provided and
6. The completion dates that services were/are being provided, and
7. The name, organization, telephone number, and e-mail address of a verified point of contact at

the federal, state, local Government or commercial entity for which the contract services were performed. The offeror is responsible for ensuring that all points of contact provided as references are current and appropriate, and that the phone numbers provided are valid and,

8. A brief description of services provided and an explanation of how that experience is directly related and/or similar or relevant to the scope, magnitude, and complexity of the requirement (as defined herein) and,

9. The number, type and severity of any quality, delivery or price problems, or any other anecdotal issues, in performing the contract, the corrective action taken and the effectiveness of the corrective action. Offerors shall also submit complete information of any discrepancy or non-compliance reports issued under these contracts and the corrective action mechanisms that were completed or started. At the discretion of the offeror and based upon the number of discrepancies, this information may be added as a supplemental file to diskettes 1 and 2 as a Microsoft Word 97™, Contractor prepared document titled, “[name of offeror] CDRs.doc”. This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length. It shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply can be provided at the discretion of the offeror.

d. Offerors may submit a two-page discussion of noteworthy successes, accomplishments, awards and/or commendations achieved during the described experience in providing services. Offerors may also submit any other information the offeror considers relevant to its past performance. This information shall be included on diskettes 1 and 2 as a Microsoft Word 97™ Contractor prepared document titled, “[name of offeror] Accomplishments.doc”. This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length. Information shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply can be provided at the discretion of the offeror.

e. Offerors may submit a discussion of their experience providing services within Incentive Plans that are either similar to or relevant to the Incentive Plans contained in Attachment 006. This information shall be added to diskettes 1 and 2 as a Microsoft Word 97™, Contractor prepared document titled, “[name of offeror] Incentive Experience.doc”. This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length; however, the Government does not anticipate that these documents should exceed three single spaced pages. It shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply shall be provided by the offeror.

3.9. Volume II: Management Plan (Original & 1 Copy) Diskettes 3 and 4 shall each contain the offeror’s Management Plan information and shall contain the file “[name of offeror] Management Plan.doc” (Attachment 015). The information on diskette 3 shall mirror the information on diskette 4. The offeror shall exactly recreate and complete the Management Plan.doc as illustrated in Attachment 015. (NOTE: An electronic copy of Management Plan.doc shall be provided.) This Microsoft Word 97™/2000™ file requires that offerors provide information concerning their Management Plan for the provision of services under these contracts. The offeror's proposal shall describe the management policies plan which will be utilized to ensure timely, effective, complete start-up and continuity of the services required by the solicitation. This shall include:

a.. **Recruitment**

1. A description of any unusual or extraordinary recruitment methods that may be required to fill scarce marketplace commodities for **CLINs 0001 through 0004**, and Notional Task Orders **NTO001 and NTO002**. If none exist, so state.

2. A description of any innovations or ideas to mitigate any risks identified to successful recruitment.

b. **Retention**

1. Provision of the typical fringe and other benefit packages paid to HCWs. If the offeror intends to hire sub-contractors also, so state.

1.a. Indicate the benefit provided to HCWs including:

401K. If “Yes”, what amount or percentage or dollar amount do you contribute?

1.b. Health Insurance. If “Yes”, what amount or percentage or dollar amount do you contribute?

1.c. Dental Insurance. If “Yes”, what amount or percentage or dollar amount do you contribute?

1.d. Is a 125 Pre-tax medical spending account available?

1.e. Uniform Allowance. If “Yes”, what amount or percentage do you contribute?

1.f. Continuing Education. If “Yes”, (a) what amount or percentage do you contribute, and (b) describe your continuing education benefit in terms of types of courses and number of days/hours?

1.g. Do you allow personnel to decline all or some benefits in exchange for an increase in direct compensation?

1.h. Other Benefits: Identify any other benefits provided and the amount you contribute.

1.i. Do benefits for part time employees differ from those offered to full time employees? If “yes”, please explain how those benefits differ.

2. On-site assistance to employees.

2.a. How often will regular/scheduled contact be made with each employee?

2.b. How will contact be made (site visit, telephone, email, etc?)

2.c. Will there be an on-site or local (within 100 miles) representative? If “yes”, what will this individual’s responsibilities be for issues specifically including planned leave use, unplanned leave notification, payroll issues?

2.d. Are these services available to each health care worker which facilitate contact (i.e., “1-800” number, 24 hour POC via answering machine, etc?)

3. A description of any innovations or ideas to mitigate any risks identified to successful retention.

c. Credentials and licensure submissions and tracking:

1. A description of how expiring licenses and certifications will be tracked to ensure that they are kept current and that the Government has the latest versions.

2. A description of the offeror’s credentials compilation and verification process.

3. A description of any plans to pre-credential candidates before a need is identified.

4. A description of any plan that will keep candidates up to date on the status of the contract prior to contract award thus ensuring a smooth transition to contract start.

d. Sub-Contracting and Teaming. If a sub-contracting and/or teaming approach will be used, the offeror should provide the following information. If no sub-contracting and/or teaming approach will be used, the offeror should state as such.

1. A description of the offeror's sub-Contractor(s)/teaming partner(s) experience with multiple dental labor categories across wide geographic areas that are relevant to the requirements of CLINs 0001 through 0004, CLINs 0009 through 0019, and NTO001 and NTO002. Medical experience, although relevant, is less relevant than comparable dental experience. This narrative discussion shall contain sufficient specificity and detail to assess its relevance.

2. Provision of letters from the sub-Contractor(s) and/or teaming partner(s) that acknowledge the teaming arrangement and their participation if a contract is awarded. This acknowledgement may be a simple statement on letterhead paper, signed by an authorized representative who can be contacted and telephonically interviewed by the Government. Therefore, telephone numbers shall be provided which shall be accurate and legible.

3. Provision (at the offeror's choice, within the same letter) of information from the sub-Contractor(s) and/or teaming partner(s) indicating the duties or performance responsibilities of each organization in the specific areas of recruitment, initial and ongoing credentialing, and overall project management.

4. An explanation as to how these teaming arrangements will be used in the decision-making process within the contract. Which specific areas are delegated to the teaming partner and which are retained? How will the offeror hold the teaming partner accountable for non-performance or unacceptable performance?

3.10. Volume III: Business Proposals (original and one copy). Diskettes 5 and 6 shall each contain the offeror's Business Proposal. The information on diskette 5 shall mirror the information on diskette 6. Business proposals must contain the following:

a. A completed Standard Form 33. This form must be downloaded, printed, completed, signed and mailed/delivered by the offeror with diskettes 5 and 6 and,

b. An acknowledgment of any amendments issued by the Government prior to the receipt of proposals and,

c. A completed Section K containing the Representations, Certifications and Other Statements of Offerors contained in Section K of this solicitation. The offeror shall print, sign, and complete Section K and MAIL those signed certifications, the completed and signed SF-33 and diskettes 5 and 6 and,

d. The offeror shall complete their business proposal using the Government provided file Business Proposal.xls. Business Proposal.xls matches Section B of this solicitation exactly. The offeror shall complete the boxes in that file shaded in light blue. The spreadsheet will calculate the remaining totals including the total price for CLINs 0001 through 0004 and NTO001 and NTO002. The information that is provided in Business Proposal.xls for CLINs 0001 through 0004 will be used to determine price reasonableness during the evaluation of the offeror's proposal. Also, included on Business Proposal.xls is a Supplemental Pricing Worksheet for each separately priced position within CLINs 0001 through 0004 and NTO001 and NTO002. The file, "Business Proposal.xls" shall be renamed, "[name of offeror] Business Proposal.xls" when it is submitted. The information provided in the Supplemental Pricing Worksheets will be used to determine price realism during the evaluation of the offeror's proposal. A sample of the Supplemental Pricing Worksheets is shown in Attachment 013. Source Information for each Supplemental Pricing Worksheet shall be provided at the bottom of each Supplemental Pricing Worksheet following the notation "Source Information Notes", and

e. The final negotiated HCW compensation rates proposed on each Supplemental Pricing Worksheet (within "[name of offeror] Business Proposal.xls") are both the lowest acceptable compensation rates to the HCW and the average compensation rates to the HCW which will be used by the Contractor upon award of initial Task Orders. The Task Order awardee is not prohibited from paying a range of compensation rates to recruited HCWs in a particular labor category, but under no circumstances shall the compensation rate be lower than that included as the lowest rate shown on each Supplemental Pricing Worksheet. The Government has included the most recent contract prices as Attachment 014. These prices represent the direct compensation to the HCW plus the Contractor's overhead, profit and other indirect costs such as, but not limited to, General and Administrative expense. The direct compensation rate to the HCW is not available, and

f. For Notional Task Orders NTO001 and NTO002, the offeror shall complete the appropriate tab using the Government provided file Business Proposal.xls. The information provided on the Supplemental Pricing Worksheets will be used to determine price realism during the evaluation of the offeror's proposal.

4. PROPOSAL EVALUATION

4.1. Past Performance is significantly more important than the Management Plan. The combination of Technical Proposal factors (Past Performance and Management Plan) is significantly more important than the combined Business Proposal evaluation factors (Completeness, Reasonableness, and Realism).

4.2. The Government reserves the right to award without discussions. It should be noted that award may be made to other than the lowest priced offer. Offerors are therefore cautioned that each initial offer should contain the offeror's best terms.

4.3. The Government may set the competitive range following evaluation of technical and business proposals and conduct discussions with remaining offerors. Discussions may be in person, by telephone, or in writing at the discretion of the contracting officer.

4.4. The minimum quantity per contract awarded will be at least one CLIN (CLINs 0001 through 0004) for the period 01 July 03 through 30 September 03. The Government will determine which CLINs are awarded to each successful offeror (via Task Order) at the time of award of the basic contract. Task Orders for the minimum quantities will be issued concurrent with the award of each contract. Task Orders issued after the minimum quantities are satisfied will be priced individually at the time of Task Order proposal request (See Section H for Task Order procedures).

4.5 Technical Proposal Evaluation.

a. Past Performance. The Government will evaluate the "risk to the Government" associated with the offeror's past performance. The Government will give greater consideration to past performance (minimum, maximum and notional quantities) that is most relevant to the solicitation. Past performance not as relevant will warrant a greater technical risk assessment. The most relevant past performance will be those references that most closely match the solicitation requirements in terms of Scope (i.e. the type of HCWs in settings similar to the requirements [clinical environment]) and, Magnitude (i.e. the numbers of HCWs provided by labor category) and, Complexity (i.e. the range and depth of labor categories, geographic similarity to the requirement [i.e. metropolitan versus rural]), single/multi-site, single/multi specialty, and experience with incentive plans). Medical experience, although relevant, is less relevant than comparable dental experience. The Government reserves the right to contact the points of contact identified in the offeror's proposal for the purpose of verifying the offeror's record of past performance. Also, the Government will not restrict its past performance evaluation to the information submitted by offerors but will consider any other information in its possession.

b. Management Plan. The Government will evaluate the "risk to the Government" associated with the offeror's Management Plan. The Government will not assume that the offeror possesses any capability unless it is specified in their proposal. The Government will evaluate the offeror's approach to Recruitment, Retention, Pre-Credentialing, and Sub-Contracting and Teaming as stated above. The Government will evaluate the Notional Task Orders based on the offeror's discussion on their approach to accomplishing the requirements; the differences between their proposed approach for the minimum solicitation quantities and those for the Notional Task Orders; and any anticipated risks associated with accomplishing the Notional Task Orders and their plans for mitigating those risks.

4.6. Business Proposal Evaluation.

a. Adequate price competition is expected for this acquisition. The Business Proposal will be evaluated with consideration to the following factors:

(1) Completeness. All price information, certifications, and supporting documentation required by the Request for Proposal (RFP) has been submitted, and

(2) Reasonableness. The degree to which the proposed prices compare to the prices that a reasonable and prudent person would expect to incur for the same or similar services, and

(3) Realism. The offeror's CLIN/SLIN prices and information provided on the Supplemental Pricing Worksheets will be used in the evaluation of the offeror's proposal. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation and the average compensation for best value determinations. The offeror's CLIN/SLIN prices and supplemental pricing worksheets will be examined to identify unusually low cost estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the solicitation requirements, and the related risk of personnel recruitment and retention problems during contract performance.

5. TECHNICAL QUESTIONS. Offerors must submit all technical questions concerning this solicitation in writing to the Contract Specialist listed below. The Naval Medical Logistics Command must receive the questions not later than 15 calendar days after the issue date (Block 5 of SF 33) of this solicitation. The Contract Specialist will answer questions that may affect offers in an amendment to the solicitation. The Contract Specialist will not disclose the source of the questions. Questions shall be referred to:

Naval Medical Logistics Command
ATTN: Code 022 (Mrs. Donna Blackstone)
1681 Nelson Street
Fort Detrick, MD 21702-9203
Telephone: (301) 619-2062
FAX (301) 619-6793
Email to: drblackstone@nmlc.med.navy.mil

6. LIMITATION OF PAYMENT FOR PERSONAL SERVICES. Under the provisions of 10 U.S.C. 1091 and DODI 6025.5, "Personal Services Contracting", implemented 6 January 1995, the total amount of compensation paid to an individual direct health care provider in any year cannot exceed the full time equivalent annual rate specified in 10 U.S.C. 1091.

7. PRE-PROPOSAL CONFERENCE. The Government will not conduct a pre-proposal conference for this acquisition.

8. SITE VISITS. The Government will not conduct a site visit for this acquisition.

9. REVIEW OF AGENCY PROTESTS

9.1. The contracting activity, Naval Medical Logistics Command, will process agency protests in accordance with the requirements set forth in FAR 33.101(d).

9.2. Pursuant to FAR 33.101(d)(4), agency protests may be filed directly with the appropriate reviewing authority; or a protester may appeal a decision rendered by a Contracting Officer to the appropriate reviewing authority.

9.3. The reviewing authority for Mrs. Donna Blackstone is Mrs. Terry Horst, Naval Medical Logistics Command, Code 02, 1681 Nelson Street, Fort Detrick, MD 21702-9203. Agency procurement protests should clearly identify the initial adjudicating official, i.e., the, "Contracting Officer" or the, "Reviewing Official".

9.4. Offerors should note this review of the Contracting Officer's decision will not extend GAO's timeliness requirements. Therefore, any subsequent protest to GAO must be filed within 10 days of knowledge of initial adverse agency action.

ATTACHMENT 007
NOTIONAL TASK ORDER NTO001
DENTAL LABORATORY TECHNICIAN
NAVAL DENTAL CENTER GULF COAST, PENSACOLA, FL

SUBJECT: NOTIONAL TASK ORDER PROPOSAL REQUEST FOR DENTAL LABORATORY
TECHNICIAN SERVICES

TO: MATO IDIQ offerors:

This document serves as a Notional Task Order Proposal Request (TOPR) for the Naval Dental Center, Gulf Coast, Branch Dental Clinic, Naval Air Station, Pensacola FL.

1. **SERVICES REQUIRED/PLACE OF PERFORMANCE.** This task order proposal request is the provision of Dental Laboratory Technician services for the Naval Air Station, Pensacola, FL.

2. **PERIOD OF PERFORMANCE.**

The estimated period of performance for this position is 1 Jul 03 through 30 Sep 03. The estimated quantity of hours is as follows:

a. Dental Laboratory Technician

Estimated quantity of hours = 528

3. **MINIMUM QUALIFICATION REQUIREMENTS:** See the minimum requirements under Item 7. of this document.

4. **PROPOSAL INFORMATION:**

a. **BUSINESS PROPOSALS DUE:** Proposals shall be provided in accordance with Section L paragraph 3.10 of the solicitation. For this Notional Task Order Proposal, you shall provide the following:

(1) A completed Pricing Sheet (See Electronic Business Proposal)

(2) A completed Supplemental Pricing Worksheet (See Electronic Business Proposal)

b. **TECHNICAL INFORMATION:** Proposals shall provide the following:

(1) **A discussion of the offeror's approach to accomplishing the requirements in this Notional Task Order. The offeror should describe any differences between their proposed approach for the minimum solicitation quantities and that for this Notional Task Order. The offeror should discuss any risks associated with accomplishing the Notional Task Order and plans for mitigating those risks.**

ATTACHMENT 007
POSITION SPECIFIC STATEMENT OF WORK
NOTIONAL TASK ORDER NTO001
DENTAL LABORATORY TECHNICIAN
NAVAL DENTAL CENTER GULF COAST PENSACOLA, FL

1. LABOR CATEGORY.

1.1. The contractor shall provide DENTAL LABORATORY TECHNICIAN services.

2. PLACE OF PERFORMANCE. The HCW shall provide services at the Naval Dental Center Gulf Coast Branch Dental Clinic, Naval Air Station, Pensacola, FL.

3. DUTY HOURS. The HCW shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, for 9.0 hours between the hours of 0600 and 1800 to include an uncompensated 1.0-hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. GENERAL DUTIES AND RESPONSIBILITIES.

5.1. HCW productivity is expected to be comparable with that of Dental Laboratory Technicians authorized the same scope of services. If the healthcare worker's continued calendar month productivity does not produce a minimum of Crown and Bridge: 95 DLWV'S, and Porcelain: 85 DLWV'S, and Removable partial dentures: 40 DLWV'S, and Acrylics: 65 DLWV'S, the healthcare worker can be terminated for non-performance. These data will be adjusted as new data is received.

5.2. The HCW's actual performance will be a function of the overall demand for dental laboratory technician services under the supervision of the Prosthetic Officer. The HCW shall:

5.2.1. Construct and fabricate prosthetic devices and appliances, and accomplish any other tasks prescribed by the Prosthetic Officer.

5.2.2. Be subject to guidelines including OSHA regulations, DoD directives, DON directives, current Prosthodontic and Dental Technology literature, local Quality Assurance and Standard Operating Procedure standards and in-house Performance Quality Standards requirements. The technical aspects of fabricating dental prostheses require judgment in the application of current dental technology and prosthodontic standards. Instructions are specifically stated on the laboratory work request or given directly by the Prosthetic Officer. In more complex cases, interpretation and adaptation of standards is referred to the Prosthetic Officer.

5.2.3. Apply a thorough knowledge of both normal and abnormal oral anatomy and dentition as these affect the design, fabrication, function and aesthetics of the dental prosthesis being constructed. The HCW must be able to visualize the relationships of the parts to the whole at each step in the construction process and remain constantly alert to those elements of design and construction that are essential to the fit and function of the finished appliance.

5.2.4. Maintain a clean, safe and orderly workspace.

5.2.5. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining records of the HCW's workload, participating in dental education programs and participating in clinical staff/resident quality assurance functions.

5.2.6. Enhance technical skills through attendance of internal/external continuing education courses and through self-study. All continuing education documentation shall be submitted to the Prosthetic Officer for filing.

5.2.7. Meet with the Prosthetic Officer or designee at least on a weekly basis to discuss problems, conflicts, quality and quantity levels as they affect the performance of this contract. The Prosthetic Officer will be the final authority on decisions pertaining to performance and quality.

5.2.8. Exhibit a “customer care” attitude for both internal and external customers and interact with those customers in a professional, courteous and service-oriented fashion.

5.2.9. Handle all of the customers’ case-related materials with utmost care in order to preserve their quality and integrity.

5.2.10. Recognize problems or deficiencies in the productions, quality assurance, or operation of the organizations, and take initiative to make these observations known to the Prosthetic Officer immediately.

5.2.11. Finish all ongoing work prior to any programmed absences, or make team members aware of uncompleted projects prior to such absences so they can be finished in a timely fashion.

5.2.12. Attend annual renewal of the Command Indoctrination Course, such as Disaster Preparedness, Infection control, Sexual Harassment and other courses as directed by the Prosthetic Officer.

6. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL LABORATORY TECHNICIANS ARE AS FOLLOWS:

6.1. Read, interpret and apply requirements described in a dental prosthetic prescription (DD FORM 2322).

6.2. Apply porcelain to metal substructures, contour, seat and finish porcelain crowns to produce an average of five units per day dependent upon other laboratory workload requirements. The work performed shall be at the quality level described by quality control personnel.

6.3. Ensure that the porcelain fused to metal crowns and all ceramic crowns fabricated by the laboratory meet the quality standards and requirements of the Prosthetic officer’s prescription and Dental Department standards of quality.

6.4. Fabricate ceramic crown and/or porcelain veneers as prescribed by dental staff and residents.

6.5. Fabricate fixed dental prostheses to include single units, multiple units and units in combination with removable partial dentures, complete dentures, or implant fixtures.

6.6. Contour porcelain to esthetically replicate natural tooth structure.

6.7. Fabricate precision occlusal morphologies and occlusal schemes on individual and multiple fixed units in metal and/or porcelain.

6.8. Use appropriate metal alloys and design as they apply to porcelain application and soldering procedures.

6.9. Use applicable laboratory hardware, dental materials and techniques in the fabrication of precision attachment cases and implant restorations.

6.10. Use survey/milling instruments to fabricate customized surveyed crowns and fixed partial dentures.

6.11. Invest cast and solder single unit crowns and fixed partial dentures.

6.12. Use simple, semi-adjustable and fully adjustable articulators in the fabrication of precision dental prosthesis.

6.13. Transfer maxillo-mandibular interocclusal records to articulators.

- 6.14. Assist in problem solving and trouble shooting in fixed partial denture fabrication and dental material/product evaluation.
- 6.15. Disinfect casts and other dental materials used in the fabrication of dental prosthesis. Pour dies, conventional impressions and implant impressions.
- 6.16. Design, wax and cast single unit and fixed partial substructures for porcelain application and function.
- 6.17. Be assigned other duties consistent with the normal duties of a dental laboratory technician as directed by the Prosthetic Officer only.
- 6.18. Be knowledgeable of casting all dental metals by using electrical, oxygen/natural gas or air/natural gas procedures.
- 6.19. Be knowledgeable of investing and soldering all metal alloys used in fixed prosthodontics by oven, electrical soldering machine, or hand torch procedures.
- 6.20. Be responsible for dentures and implants as described.
- 6.20.1. Fixed Partial Dentures (metal): Prepare master models and dies. Use provided interocclusal records to articulate casts on designated simple, semi-adjustable, or fully adjustable articulates. Fabricate wax patterns for conventional fixed partial prosthodontics, units to be integrated with planned removable partial denture design, and units in combination with precision or semi-precision attachments. Invest, burn out, and cast all types fixed prostheses. Recover castings, remove sprues, finish and polish castings. Perform other related tasks such as the assembly of fixed partial dentures by soldering of the individual units and repairs of fixed prostheses by soldering procedures.
- 6.20.2. Fixed Partial Dentures (metal-ceramic): Prepare master casts and dies. Use provided interocclusal records to articulate casts on designated simple, semi-adjustable or fully adjustable articulators. Fabricate full contour wax patterns for all fixed prostheses, provide a "cutback" appropriate for the prescribed metal ceramic design of the abutments and pontics of the framework. Fabricate wax pattern to be integrated with planned removable partial denture design and units in combination with precision or semi-precision attachments. Invest, burn out, and cast all types of alloys used in metal-ceramic fixed prostheses. Recover castings, remove sprues, finish and prepare surfaces to receive porcelain. Use/reads shade guides. Apply porcelain to the metal ceramic framework, bake, contour, and glaze porcelain. Modify shades and/or effects of porcelain restorations using porcelain stains/modifiers and contouring. Solder metal ceramic alloys and use designated pre-veneer (presolder) and post-veneer (postsolder) soldering techniques to assemble units of the fixed partial denture when necessary. Process acrylic material used as crown and bridge veneers.
- 6.20.3. Removable Partial Dentures (frameworks): Perform all phases in the production of chrome-nickel frameworks including precision attachments and complex requirements. Read dental prescriptions, survey and transfer design to master casts. Duplicate and prepare refractory casts for pattern wax-ups. Wax-up, sprue, invest and cast waxed patterns. Finish and polish metal frameworks. Perform other related tasks in the fabrication of partial denture frameworks including the bending and forming of wrought wire clasps and the application of wrought wire clasps to the framework by cast-to or solder-to techniques. Perform all investing and soldering procedures related to the repair of or add-on to, nickel-chrome frameworks.
- 6.20.4. Complete or Partial Dentures (acrylic): Perform all tasks involved in the production of acrylic prostheses including those integrated with fixed partial dentures, implants, precision attachments and other complex requirements. Fabricate custom impression trays. Bead, box and pour impressions. Separate and trim casts while preserving vital anatomic landmarks. Fabricate record bases and occlusion rims. Articulate casts on articulators using provided interocclusal records. Set teeth for esthetics and function with prescribed occlusal scheme. Wax contours for the acrylic base. Invest, boil out, pack and process dentures. Recover dentures from investment, perform laboratory remount, equilibrate, and finish and polish dentures. Perform other related tasks, such as fabricating temporary splints, preparing tube teeth and their matrices, and making peripheral casts for the patient remount procedure.

6.20.5. Osseointegrated Endosteal Implants: Perform all tasks involved in the production of implant supported and/or retained fixed and removable prostheses. Pour impressions using fixture level/abutment level analogs. Separate and trim casts. Fabricate record bases for interocclusal registration. Articulate casts on prescribed articulators. Fabricate wax patterns on implant components for all types of implant restorations to include custom abutments, overdenture bars, milled bars in combination with precision attachments, metal/metal-ceramic substructures for fixed prosthesis on prefabricated manufactured abutments, and metal substructures for fully bone anchored prostheses. Invest, burn out, cast all types of implant prostheses. Recover castings, remove sprues, finish and polish castings. Integrate treatment with removable and/or fixed restorations to complete customized implant restorations.

7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL LABORATORY TECHNICIANS.

7.1. Either (a) graduation from an approved program in dental laboratory technology accredited by the Commission on Dental Accreditation in conjunction with the American Dental Association (ADA) OR (b) graduation from a military (DoD) program OR (c) 12 months of continuous experience within the last 18 months in a commercial lab of similar size and complexity.

7.2. Be (a) certified as a Dental Technician in removable partial denture AND/OR (b) certified as a Dental Technician in Crown and Bridge AND/OR (c) certified as a Dental Technician in Porcelain/Ceramic AND/OR (d) certified as a Dental Technician in Acrylic Resin OR (e) certified through Productivity Training Corporation (PTC) AND/OR (f) self-certified through at least 1,000 hours of continuous experience work experience in the past 12 months as a Dental Laboratory Technician in a private dental laboratory certified by the National Board for Certification of Dental Laboratories (a CDL). Self-certified work experience shall meet the productivity standards contained in paragraph 5.1 above. All certifications shall be in accordance with the National Board for Certification in Dental Laboratory Technology.

7.2.1. If an individual HCW is self-certified through either civilian or military training and experience, these non-certified persons shall work under supervision and evaluation for 90 days. At the end of the 90-day period, with a successful evaluation of their skills and experience, they shall be permitted to continue to provide services under this contract. If their evaluation demonstrates that they do not have the requisite skills, the Contractor shall immediately replace these individuals with another HCW that meet the terms and conditions of the contract.

7.3. At least 1,000 hours of practical work experience in the past two years as a dental laboratory technician. Experience shall be in at least one of four areas: crown and bridge, complete dentures, partial dentures, or ceramics. Experience gained while teaching or with dental suppliers in such areas as product development, marketing, and sales shall NOT count toward the basic experience requirement.

7.4. Letters of recommendation.

7.4.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

7.4.2. For healthcare workers who are not incumbents under Navy contracts, letters of recommendation from two practicing prosthodontists or laboratory managers familiar with the HCW's work. The letters must attest to their laboratory skills, competencies, timeliness of work produced, and other related issues concerning their dental laboratory expertise. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. Reference letters must have been written within the preceding three years. The Contractor is responsible for the completeness, accuracy and content of any letters of recommendation.

8. ENHANCING QUALIFICATION FACTORS FOR DENTAL LABORATORY TECHNICIANS. IF PRESENT, THE FOLLOWING FACTORS MAY FURTHER ENHANCE AN INDIVIDUAL CANDIDATE'S RANKING:

8.1. Certification by the National Board for Certification in Dental Technology in at least 1 of 5 specialty areas: Crown and Bridge, Ceramics, Partial dentures, Complete Dentures, and Orthodontic Appliances. Multiple certifications may further strengthen the candidate's ranking.

8.2. Total Continuing Education hours identified as follows: documented scientific credit, professional development credit, or other non-documented credit. The relevance of this training shall accompany any list of courses completed. One hour of infectious disease control or other OSHA compliance education may further strengthen the candidate's ranking.

8.3. Experience within a military setting performing the duties of a dental laboratory technician (provide Form DD214).

ATTACHMENT 008
NOTIONAL TASK ORDER NTO002
ENDODONTIST
MCDILL AIR FORCE BASE, TAMPA, FL

SUBJECT: NOTIONAL TASK ORDER PROPOSAL REQUEST FOR ENDODONTIC SERVICES

TO: MATO IDIQ offerors:

This document serves as a Notional Task Order Proposal Request (TOPR) for McDill Air Force Base, Tampa, FL

1. **SERVICES REQUIRED/PLACE OF PERFORMANCE.** This task order proposal request is the provision of Endodontic services for McDill Air Force Base, Tampa, FL.

2. **PERIOD OF PERFORMANCE.**

The estimated period of performance for this position is 1 Jul 03 through 30 Sep 03. The estimated quantity of hours is as follows:

a. Endodontist

Estimated quantity of hours = 264

3. **MINIMUM QUALIFICATION REQUIREMENTS:** See the minimum requirements under Item 8. of this document.

4. **PROPOSAL INFORMATION:**

a. **BUSINESS PROPOSALS DUE:** Proposals shall be provided in accordance with Section L paragraph 3.10 of the solicitation. For this Notional Task Order Proposal, you shall provide the following:

(1) A completed Pricing Sheet (See Electronic Business Proposal)

(2) A completed Supplemental Pricing Worksheet (See Electronic Business Proposal)

b. **TECHNICAL INFORMATION:** Proposals shall provide the following:

(1) **A discussion of the offeror's approach to accomplishing the requirements in this Notional Task Order. The offeror should describe any differences between their proposed approach for the minimum solicitation quantities and that for this Notional Task Order. The offeror should discuss any risks associated with accomplishing the Notional Task Order and plans for mitigating those risks.**

ATTACHMENT 008
POSITION SPECIFIC STATEMENT OF WORK
NOTIONAL TASK ORDER NTO002
ENDODONTIST
MCDILL AIR FORCE BASE TAMPA, FL

1. LABOR CATEGORY.

1.1. The Contractor shall provide ENDODONTIST services.

2. PLACE OF PERFORMANCE. The HCW shall provide services at the location McDill Air Force Base Tampa, FL.

3. DUTY HOURS. The HCW shall provide to 20 hours services Monday through Friday, excluding Federal holidays between the hours of 0600 and 1800. Not more than 3 individuals will maintain active delineated clinical privileges at any one time.

4. ABSENCES AND LEAVE. The HCWs shall not accrue leave.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the designated Credentialing Coordinator, McDill Air Force Base Tampa, FL 30 days prior to performing services under this contract. For the purpose of this Notional Task Order, it is the Government's intent that this submission shall monitor the requirements for the Practitioner's Credentials File (PCF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Direct supporting Government employees assigned to them during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW performs limited administrative duties, which include maintaining statistical records of workload and participating in Clinical Staff Quality Assurance functions and in-service training functions at the prerogative of the Commanding Officer.

6.2. Become familiar with and follow DoD standardized concepts of Phased Dentistry and Managed Dental Care.

6.3. Develop treatment plans and treat diseases of the dental pulp and supporting structures.

6.4. Provide advanced surgical and non-surgical skills consistent with their experience and specialized training.

6.5. Treat routine as well as complex cases, such as extreme pain, the medically compromised patient, oral trauma, and the perplexing anatomic problems of tooth curvature and calcification.

6.6. Diagnose and treat facial pain and problems related to that pain.

6.7. Perform other duties consistent with the normal practice of a trained, experience and skilled Endodontist as directed by the Commanding Officer.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF ENDODONTISTS ARE AS FOLLOWS:

7.1. The HCW shall perform a full range of clinical dentistry procedures, within the scope of clinical privileges granted by the Commander/Commanding Officer, on-site using Government furnished facilities, supplies, and equipment. Caseload occurs as a result of either scheduled or unscheduled requirements for care. HCW productivity is expected to be comparable with that of other Endodontists assigned to the same facility and scope of practice.

7.2. Routine workload is scheduled by the treatment facility. Primary workload is a result of referrals generated by other staff providers. Workload also occurs as a result of unscheduled (emergent or patient walk-in) requirements for care. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. The HCW has sole responsibility for the quality and timeliness of preparation of dental records and reports for procedures performed and care provided. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to other staff specialists for consultative opinions and continuation of care.

7.3. Appointments are scheduled 4 weeks in advance and represent approximately 75% of the total requirement for care. The HCW shall provide a schedule of their availability 6 weeks in advance, allowing the Government to appoint patients for new or continuing care. The remaining 25% occur as a result of unscheduled (emergent or patient walk-in) requirements for care. These unscheduled patients will be appointed into open appointments and initially treated by staff providers if the HCW is not present. However, in extreme emergencies (pain, etc.), the HCW will be called in to provide both palliative care and/or surgical and/or non-surgical endodontic intervention as required. Response to call-in shall be within 3 hours of notification.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR ENDODONTISTS REQUIRED PRIOR TO WORK ASSIGNMENT:

8.1. A doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA).

8.2. A current, unrestricted license to practice dentistry in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.

8.3. Completion of a post-doctoral program in endodontics approved by the American Board of Endodontics (ABE).

8.4. Experience as an Endodontist of at least 12 months within the preceding 36 months, having devoted at least 75% of their professional practice to the specialty of endodontics.

8.5. Diplomate of the ABE.

ATTACHMENT 009
SERVICE CONTRACT ACT
DEPARTMENT OF LABOR - WAGE DETERMINATIONS

The following Wage Determinations (WD) apply to the Dental Assistant positions only at the locations identified in the solicitation within the minimum requirements:

NDC Gulf Coast Requirements:

WD 94-2121 (Rev 23) dated 25 Sep 02 applies to all Branch Dental Clinics (BDC) in the Pensacola, FL area including the following locations:

BDC Naval Air Station, Pensacola
BDC Naval Aviation Technical Training Center (NATTC)
BDC Corry Station
BDC Whiting Field

WD 94-2495 (Rev 22) dated 29 May 02 applies to the BDC Millington, TN

WD 94-2301 (Rev 21) dated 9 Dec 02 applies to the following BDC's:

BDC Pascagoula, MS
BDC Gulfport, MS

WD 94-2233 (Rev 20) dated 28 May 02 applies to the BDC New Orleans, LA

WD 94-2507 (Rev 20) dated 28 May 02 applies to the following BDC's:

BDC Corpus Christi, TX
BDC Kingsville, TX

WD 94-2513 (Rev 21) dated 29 May 02 applies to the BDC Fort Worth, TX

WD 94-2299 (Rev 19) dated 28 May 02 applies to the BDC Meridian, MS

Keesler Air Force Base Requirements:

WD 94-2301 (Rev 21) dated 9 Dec 02 applies to Keesler Air Force Base, Biloxi, MS

NDC Southeast Requirements:

WD 94-2115 (Rev 29) dated 29 May 02 applies to all Branch Dental Clinics (BDC) in the Jacksonville, FL area including the following locations:

BDC Jacksonville, FL
BDC Mayport, FL
BDC Kings Bay, GA

WD 94-2119 (Rev 20) dated 2 Aug 02 applies to the BDC Key West, FL

WD 94-2131 (Rev 21) dated 29 May 02 applies to the BDC Albany, GA

WAGE DETERMINATION NO: 94-2301 REV (21) AREA: MS,PASCAGOULA

WAGE DETERMINATION NO: 94-2301 REV (21) AREA: MS,PASCAGOULA
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL
 | WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2301
 Director Wage Determinations | Revision No.: 21
 | Date Of Last Revision: 12/09/2002

State: Mississippi

Area: Mississippi Counties of George, Hancock, Harrison, Jackson, Pearl River, Stone

Fringe Benefits Required Follow the Occupational Listing	
OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	9.05
Accounting Clerk II	11.36
Accounting Clerk III	13.71
Accounting Clerk IV	16.77
Court Reporter	12.10
Dispatcher, Motor Vehicle	11.20
Document Preparation Clerk	9.26
Duplicating Machine Operator	9.26
Film/Tape Librarian	8.80
General Clerk I	7.45
General Clerk II	8.36
General Clerk III	9.19
General Clerk IV	13.67
Housing Referral Assistant	14.75
Key Entry Operator I	8.93
Key Entry Operator II	10.28
Messenger (Courier)	7.58
Order Clerk I	10.99
Order Clerk II	14.67
Personnel Assistant (Employment) I	11.14
Personnel Assistant (Employment) II	12.53
Personnel Assistant (Employment) III	13.40
Personnel Assistant (Employment) IV	15.04
Production Control Clerk	14.73
Rental Clerk	9.29
Scheduler, Maintenance	10.47
Secretary I	10.47
Secretary II	13.10
Secretary III	14.75
Secretary IV	16.05
Secretary V	17.78
Service Order Dispatcher	8.96
Stenographer I	8.18
Stenographer II	9.30
Supply Technician	16.05
Survey Worker (Interviewer)	11.00
Switchboard Operator-Receptionist	8.44
Test Examiner	13.10
Test Proctor	13.10
Travel Clerk I	8.51
Travel Clerk II	9.02
Travel Clerk III	9.43
Word Processor I	10.19
Word Processor II	11.45
Word Processor III	12.79
Automatic Data Processing Occupations	
Computer Data Librarian	8.35
Computer Operator I	10.14
Computer Operator II	12.44
Computer Operator III	14.52
Computer Operator IV	15.45

Computer Operator V	17.06
Computer Programmer I (1)	16.16
Computer Programmer II (1)	19.97
Computer Programmer III (1)	24.00
Computer Programmer IV (1)	27.61
Computer Systems Analyst I (1)	23.05
Computer Systems Analyst II (1)	25.26
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.81
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	15.42
Automotive Glass Installer	13.96
Automotive Worker	13.96
Electrician, Automotive	14.52
Mobile Equipment Servicer	12.79
Motor Equipment Metal Mechanic	15.09
Motor Equipment Metal Worker	13.96
Motor Vehicle Mechanic	16.10
Motor Vehicle Mechanic Helper	12.26
Motor Vehicle Upholstery Worker	13.38
Motor Vehicle Wrecker	13.96
Painter, Automotive	14.52
Radiator Repair Specialist	13.96
Tire Repairer	12.36
Transmission Repair Specialist	15.09
Food Preparation and Service Occupations	
Baker	11.09
Cook I	10.17
Cook II	11.09
Dishwasher	8.41
Food Service Worker	8.41
Meat Cutter	11.09
Waiter/Waitress	8.83
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	15.00
Furniture Handler	11.53
Furniture Refinisher	14.52
Furniture Refinisher Helper	12.26
Furniture Repairer, Minor	13.38
Upholsterer	14.52
General Services and Support Occupations	
Cleaner, Vehicles	8.41
Elevator Operator	8.41
Gardener	10.17
House Keeping Aid I	8.41
House Keeping Aid II	8.86
Janitor	8.86
Laborer, Grounds Maintenance	8.83
Maid or Houseman	7.94
Pest Controller	12.17
Refuse Collector	9.67
Tractor Operator	10.28
Window Cleaner	8.83
Health Occupations	
Dental Assistant	11.15
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.48
Licensed Practical Nurse I	9.99
Licensed Practical Nurse II	11.22
Licensed Practical Nurse III	12.54
Medical Assistant	10.38
Medical Laboratory Technician	13.47
Medical Record Clerk	11.36
Medical Record Technician	12.93
Nursing Assistant I	8.10
Nursing Assistant II	8.30
Nursing Assistant III	10.17
Nursing Assistant IV	11.43
Pharmacy Technician	11.63
Phlebotomist	12.23
Registered Nurse I	16.36
Registered Nurse II	20.00

Registered Nurse II, Specialist	20.00
Registered Nurse III	21.21
Registered Nurse III, Anesthetist	24.21
Registered Nurse IV	29.01
Information and Arts Occupations	
Audiovisual Librarian	19.32
Exhibits Specialist I	16.53
Exhibits Specialist II	20.10
Exhibits Specialist III	25.61
Illustrator I	16.46
Illustrator II	20.10
Illustrator III	25.61
Librarian	17.46
Library Technician	11.00
Photographer I	11.36
Photographer II	13.07
Photographer III	15.89
Photographer IV	20.24
Photographer V	22.31
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.84
Counter Attendant	6.84
Dry Cleaner	7.55
Finisher, Flatwork, Machine	6.84
Presser, Hand	6.84
Presser, Machine, Drycleaning	6.84
Presser, Machine, Shirts	6.84
Presser, Machine, Wearing Apparel, Laundry	6.84
Sewing Machine Operator	8.72
Tailor	8.52
Washer, Machine	7.15
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	14.52
Tool and Die Maker	16.72
Material Handling and Packing Occupations	
Forklift Operator	12.18
Fuel Distribution System Operator	13.24
Material Coordinator	13.69
Material Expediter	13.69
Material Handling Laborer	9.68
Order Filler	10.73
Production Line Worker (Food Processing)	12.42
Shipping Packer	11.95
Shipping/Receiving Clerk	11.09
Stock Clerk (Shelf Stocker; Store Worker II)	12.71
Store Worker I	10.90
Tools and Parts Attendant	12.58
Warehouse Specialist	12.58
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.91
Aircraft Mechanic Helper	14.55
Aircraft Quality Control Inspector	18.53
Aircraft Servicer	15.88
Aircraft Worker	16.57
Appliance Mechanic	14.52
Bicycle Repairer	12.36
Cable Splicer	17.14
Carpenter, Maintenance	14.52
Carpet Layer	14.15
Electrician, Maintenance	18.11
Electronics Technician, Maintenance I	14.15
Electronics Technician, Maintenance II	16.43
Electronics Technician, Maintenance III	17.85
Fabric Worker	13.65
Fire Alarm System Mechanic	15.16
Fire Extinguisher Repairer	13.13
Fuel Distribution System Mechanic	15.59
General Maintenance Worker	13.96
Heating, Refrigeration and Air Conditioning Mechanic	15.09
Heavy Equipment Mechanic	15.26
Heavy Equipment Operator	15.09

Instrument Mechanic	17.35
Laborer	10.21
Locksmith	14.52
Machinery Maintenance Mechanic	16.43
Machinist, Maintenance	15.16
Maintenance Trades Helper	12.58
Millwright	17.54
Office Appliance Repairer	14.66
Painter, Aircraft	14.66
Painter, Maintenance	14.52
Pipefitter, Maintenance	16.28
Plumber, Maintenance	15.34
Pneudraulic Systems Mechanic	15.16
Rigger	16.50
Scale Mechanic	14.15
Sheet-Metal Worker, Maintenance	15.20
Small Engine Mechanic	13.96
Telecommunication Mechanic I	17.89
Telecommunication Mechanic II	20.65
Telephone Lineman	17.93
Welder, Combination, Maintenance	16.05
Well Driller	15.16
Woodcraft Worker	15.16
Woodworker	12.87
Miscellaneous Occupations	
Animal Caretaker	9.26
Carnival Equipment Operator	9.75
Carnival Equipment Repairer	11.17
Carnival Worker	8.41
Cashier	7.31
Desk Clerk	8.14
Embalmer	16.57
Lifeguard	9.42
Mortician	17.93
Park Attendant (Aide)	11.84
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.50
Recreation Specialist	12.18
Recycling Worker	11.26
Sales Clerk	8.50
School Crossing Guard (Crosswalk Attendant)	9.68
Sport Official	8.50
Survey Party Chief (Chief of Party)	10.58
Surveying Aide	7.01
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	9.61
Swimming Pool Operator	11.55
Vending Machine Attendant	11.68
Vending Machine Repairer	13.28
Vending Machine Repairer Helper	11.68
Personal Needs Occupations	
Child Care Attendant	7.52
Child Care Center Clerk	9.95
Chore Aid	7.94
Homemaker	11.08
Plant and System Operation Occupations	
Boiler Tender	17.14
Sewage Plant Operator	14.66
Stationary Engineer	17.14
Ventilation Equipment Tender	12.58
Water Treatment Plant Operator	14.52
Protective Service Occupations	
Alarm Monitor	12.35
Corrections Officer	11.87
Court Security Officer	12.33
Detention Officer	12.21
Firefighter	12.89
Guard I	8.78
Guard II	13.94
Police Officer	14.75
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	16.99
Hatch Tender	14.77

Line Handler	14.77
Stevedore I	16.28
Stevedore II	17.65
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	15.11
Archeological Technician II	16.94
Archeological Technician III	20.94
Cartographic Technician	20.37
Civil Engineering Technician	14.65
Computer Based Training (CBT) Specialist/ Instructor	23.46
Drafter I	14.64
Drafter II	15.72
Drafter III	19.12
Drafter IV	24.35
Engineering Technician I	13.38
Engineering Technician II	15.52
Engineering Technician III	17.85
Engineering Technician IV	21.73
Engineering Technician V	27.67
Engineering Technician VI	30.49
Environmental Technician	18.22
Flight Simulator/Instructor (Pilot)	22.34
Graphic Artist	19.07
Instructor	19.65
Laboratory Technician	14.93
Mathematical Technician	16.76
Paralegal/Legal Assistant I	13.92
Paralegal/Legal Assistant II	17.06
Paralegal/Legal Assistant III	20.88
Paralegal/Legal Assistant IV	25.25
Photooptics Technician	16.56
Technical Writer	22.80
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	17.17
Weather Observer, Senior (3)	19.04
Weather Observer, Upper Air (3)	17.17
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	12.64
Parking and Lot Attendant	7.06
Shuttle Bus Driver	10.91
Taxi Driver	8.37
Truckdriver, Heavy Truck	13.59
Truckdriver, Light Truck	10.10
Truckdriver, Medium Truck	15.01
Truckdriver, Tractor-Trailer	13.59

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: (Guam): 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 3 weeks after 5 years; and 4 weeks after 15 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the

rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance: The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.